DEPARTMENT OF DEFENSE

GOVERNMENT PURCHASE CARD PROGRAM
PURCHASE CARD ON-LINE SYSTEM

Purchase Card Online System (PCOLS) Update, Enhancements and Future

JIM TEW
PCOLS SUPPORT OFFICE
DLA – ESMC PORTFOLIO
BATTLE CREEK, MI

WEDNESDAY, AUGUST 3, 2016
9:30 A.M. – 10:40 A.M.

BEFORE WE GET STARTED

- **Training Forum Reminders**
  - Cell Phones silenced
  - Show courtesy to fellow participants and the presenter
  - Questions
  - Class Surveys
- **Other PCOLS and U.S. Bank related opportunities**
  - Data Mining and Risk Assessment for DoD PCOLS
    - Thursday, Aug 4th 2:00 p.m. – 3:10 p.m.; salon 3
  - Accounting Code Management Fundamentals
    - Intermediate for A/OPCs, Thursday, Aug 4th 8:00 a.m. – 9:10 a.m.; salon 16
    - All DoD Attendees, Thursday, Aug 4th 3:30 p.m. – 4:40 p.m.; salon 1
  - DoD PCOLS Training – Open Lab
    - Wednesday, Aug 3rd 9:30 a.m. – 5:00 p.m.; salon 13
    - Thursday, Aug 4th 8:00 a.m. – 5:00 p.m.; salon

PURPOSE & AGENDA

Purpose: Explain how the PCPO and support groups are working to improve your PCOLS user experience as you manage your GPC programs. Agenda topics include:

- **PCOLS Enhancements…How they happen and How do you know?**
  - PCOLS Enhancement Request Process
  - Issues identified in the field via Help Desk reporting
  - Notification
- **Implemented Enhancements**
  - Enterprise Monitoring and Management of Accounts (EMMA)
  - Account Issuance, and Maintenance (AIM)
  - Data Mining (DM)
  - PCOLS Reporting
  - Risk Assessment Dashboard (RAD)
- **Future Enhancements**

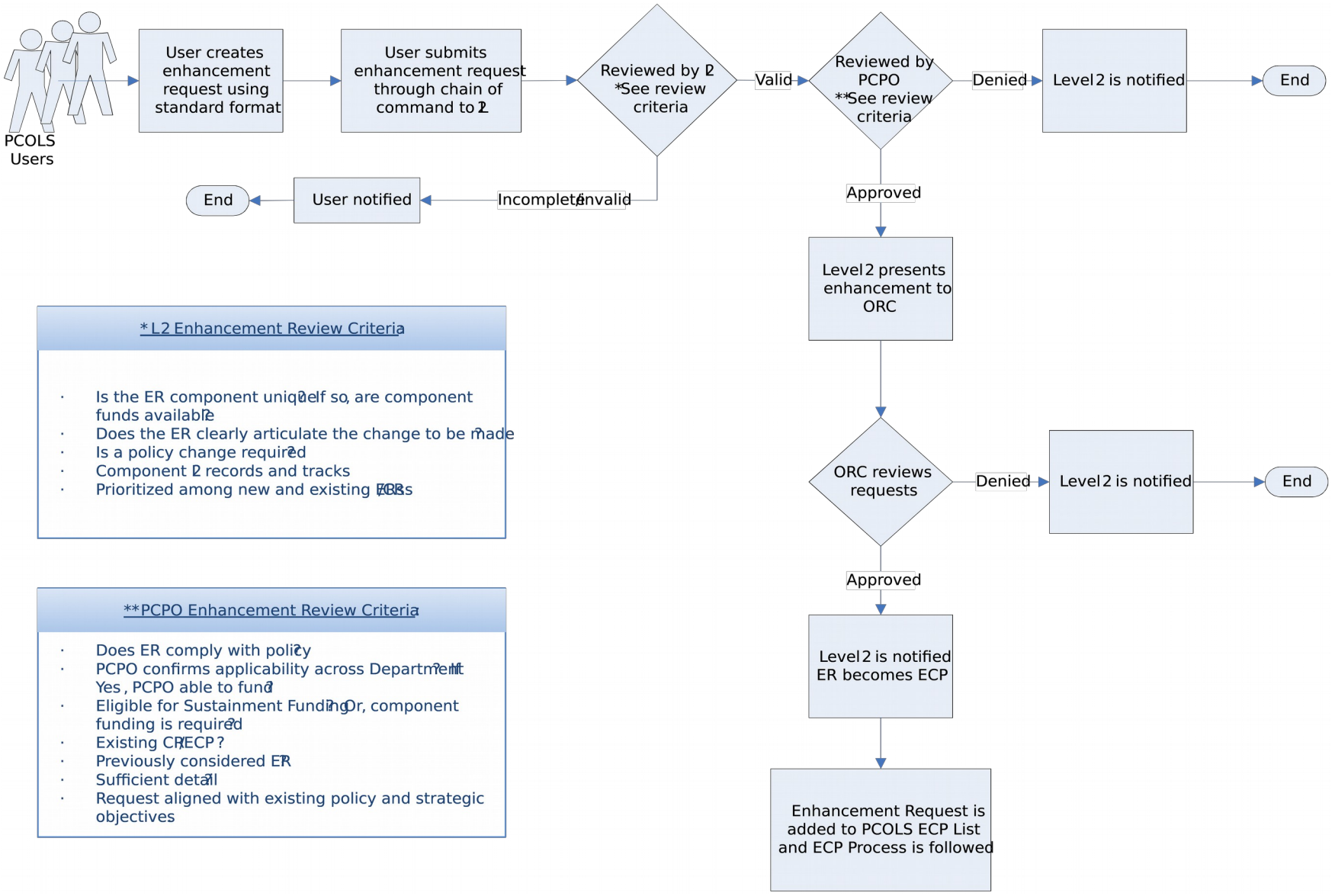
PCOLS ENHANCEMENT REQUEST PROCE

- **Typically requests for enhancements to PCOLS Applications are initiated from the field via the Enhancement Request form**
  - ***https://acc.dau.mil/pcols***
- **ER form submitted to their GPC Program Level 2**
- **Level 2 Reviews ER**
  - Compliance with policy
  - Sufficiency of detail
  - Worthiness for sponsorship
- **Level 2 vetted and approved PCOLS ER forms submitted to PCPO**
- **PCPO Reviews**

PCOLS ENHANCEMENT REQUEST PROCE

- **ORC Review of ERs**
- **ORC approval, disapproval or request for more details**
- **ECP List CRs are Prioritized by PCPO**
- **Development Process**
- **CRs Tracked by the Development Team**

PCOLS ENHANCEMENT REQUEST PROCE



*** L2 Enhancement Review Criteria**

- Is the ER component unique? If so, are component funds available?
- Does the ER clearly articulate the change to be made?
- Is a policy change required?
- Component L2 records and tracks
- Prioritized among new and existing ERs

****PCPO Enhancement Review Criteria**

- Does ER comply with policy?
- PCPO confirms applicability across Department. If Yes, PCPO able to fund?
- Eligible for Sustainment Funding? Or, component funding is required?
- Existing CR/ECP?
- Previously considered ER
- Sufficient detail
- Request aligned with existing policy and strategic objectives

PCOLS ISSUES & NOTIFICATION OF ENHANCEMENTS

- **PCOLS Help Desk tracks and reports ticket issues**
  - Weekly, Monthly, Annually

- **PCPO and PCOLS Development teams review ticket issues**

- **Notification of Implemented Enhancements**
  - Release Notices provided to service Level 2s
  - Release Notices posted on DAU PCOLS Training Page
  - System Release info posted on PCOLS Message Board

EMMA Enhancements

EMMA

EMMA Enhancements

- **EMMA Release 4.9.6 - August 13, 2015**
- **Digitally Sign All Emails that Contain a URL Link**

Functionality was implemented to ensure that all emails sent out by EMMA that contain a URL link are digitally signed. This is in compliance with the Defense Manpower Data Center Digital Signature policy and provides authenticity and non-repudiation of the sender.

Benefit to Users:

Should help prevent emails from experiencing firewall restriction issues and also help avoid email delivery to junk folder. This enhancement also applies to AIM and Data Mining generated emails.

EMMA Enhancements

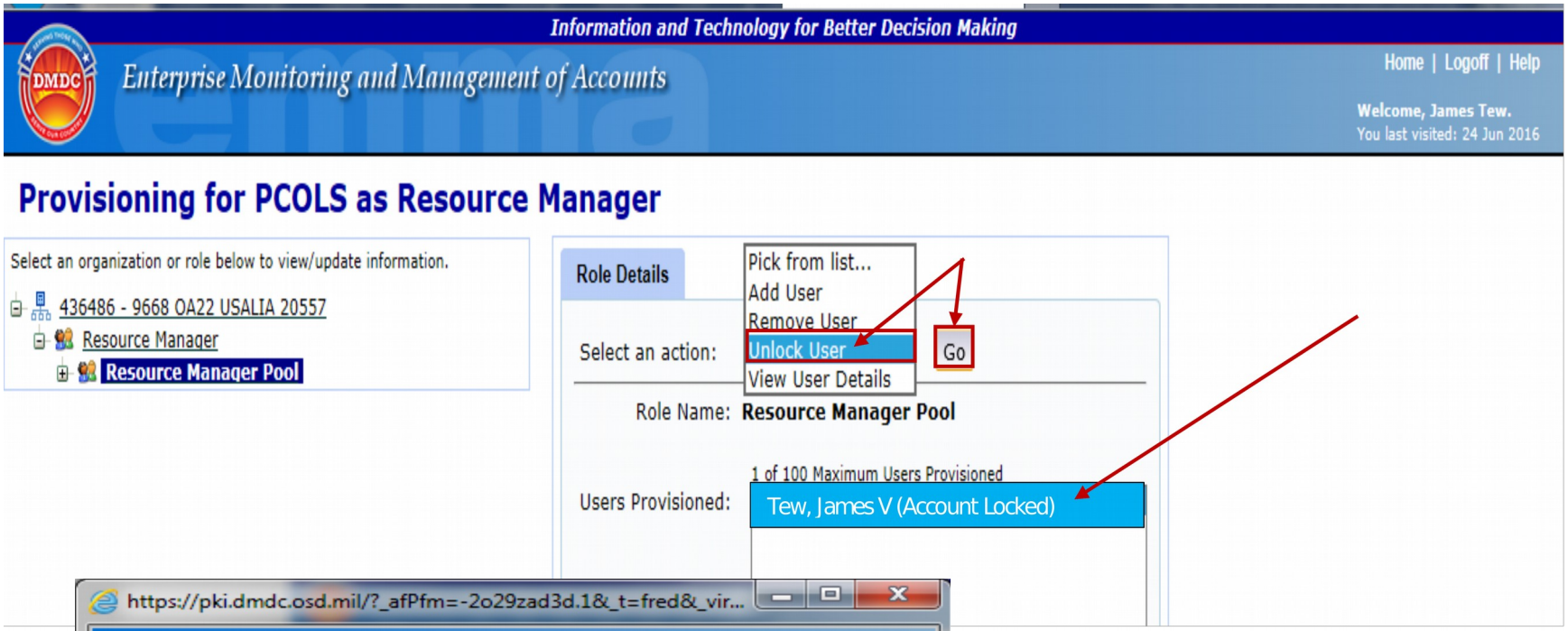
- **EMMA Release 5.0 – November 19, 2015**
- **Separate unlock functionality from user update**

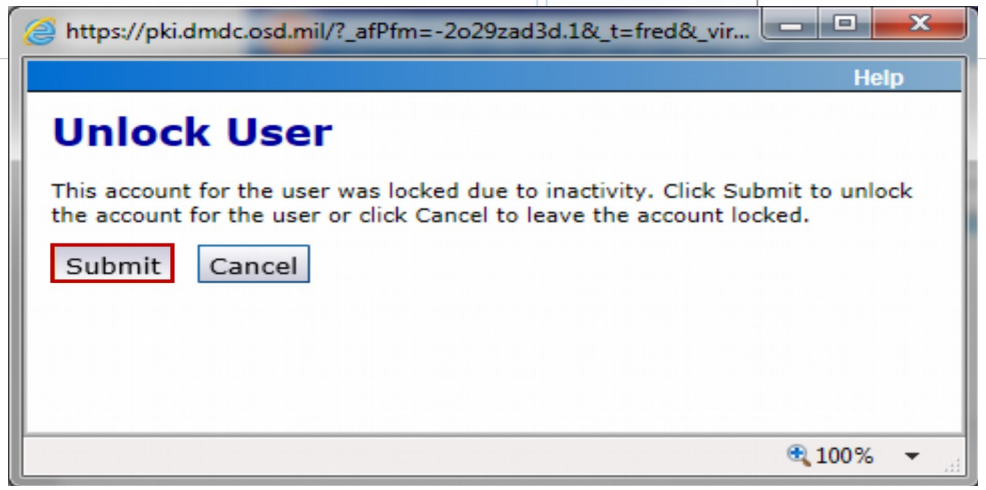
Currently, the system allows an EMMA user to unlock a user in a subordinate role locked out due to inactivity by selecting the user and the Update User option. With this release, the unlock functionality has been separated to its own selection. If an individual is locked, the "Unlock User" option will appear in the drop-down menu instead of using the Update User option.

Benefit to Users:

Clearly identifies the "account unlock" feature in EMMA.

EMMA Enhancements


Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome, James Tew.
You last visited: 24 Jun 2016
Provisioning for PCOLS as Resource Manager
Select an organization or role below to view/update information.
436486 - 9668 OA22 USALIA 20557
Resource Manager
Resource Manager Pool
Role Details
Pick from list...
Add User
Remove User
Unlock User
View User Details
Select an action:
Go
Role Name: Resource Manager Pool
1 of 100 Maximum Users Provisioned
Users Provisioned:
Tew, James V (Account Locked)


https://pki.dmdc.osd.mil/?_afPfm=-2o29zad3d.1&_t=fred&_vir...
Help
Unlock User
This account for the user was locked due to inactivity. Click Submit to unlock the account for the user or click Cancel to leave the account locked.
Submit
Cancel
100%

EMMA Enhancements

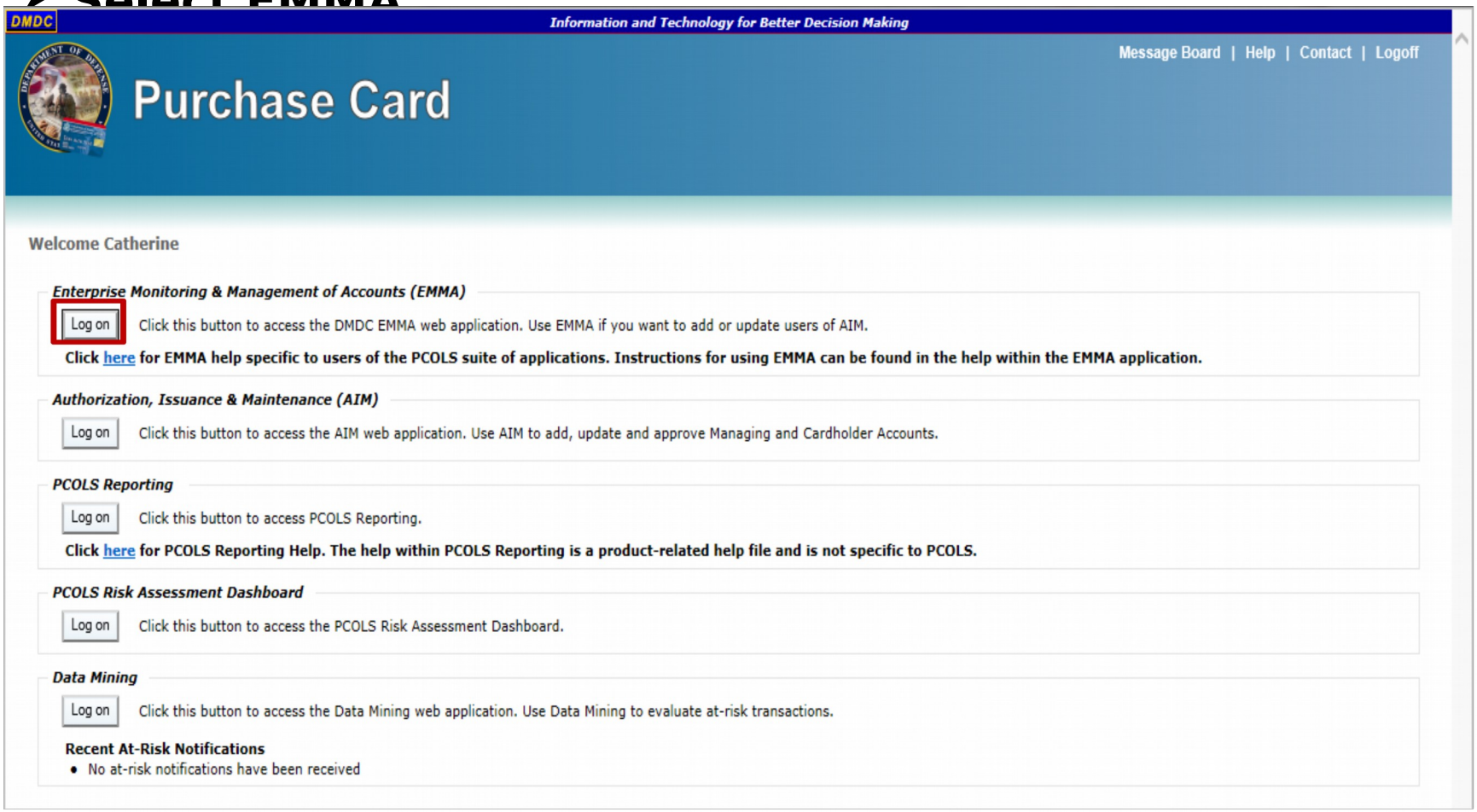
- **EMMA Release 5.0.1 – March 10, 2016**
- **Modification to Provisioning Method**

With this release, EMMA was modified to require users to provision individuals by entering their DoD Person ID (EDIPI). The individual being provisioned is sent an email to their work email address in DEERS. The individual is provided instruction in the email to accept their PCOLS role assignment. Newly provisioned users will not have access to PCOLS in their new role until they have accepted the position.

Benefit to Users: This change was implemented to mitigate an Information Assurance risk involving the token redemption process. A role can only be accepted by the user that had their DoD Person ID (EDIPI) entered for assignment to the role.

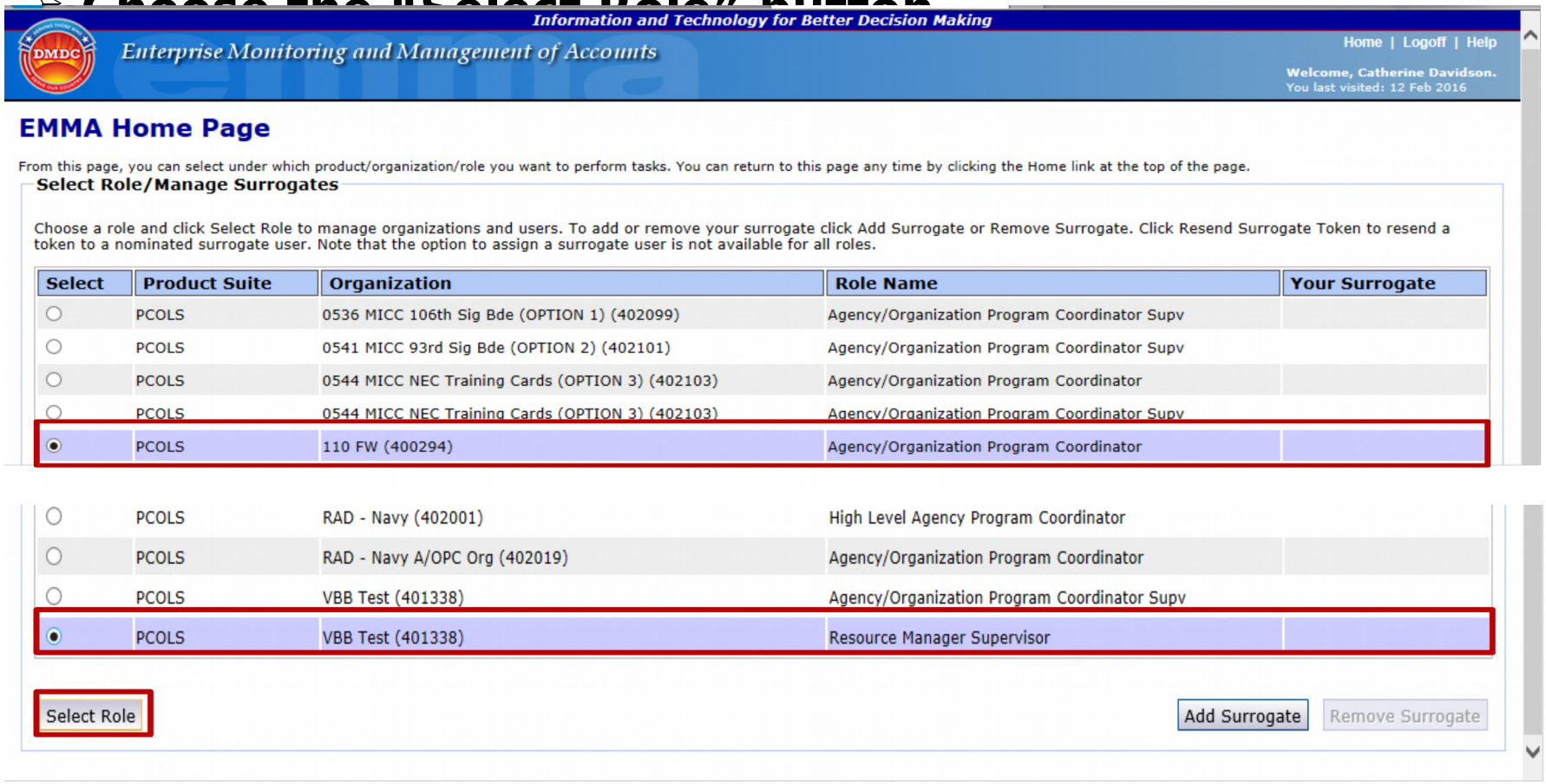
EMMA Enhancements

- **Log into PCOLS at https://pki.dmdc.osd.mil/appj/pcols-web/**
- **Select EMMA**


DMDC
Information and Technology for Better Decision Making
Message Board | Help | Contact | Logoff
Purchase Card
Welcome Catherine
Enterprise Monitoring & Management of Accounts (EMMA)
Log on
Click this button to access the DMDC EMMA web application. Use EMMA if you want to add or update users of AIM.
Click here for EMMA help specific to users of the PCOLS suite of applications. Instructions for using EMMA can be found in the help within the EMMA application.
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
PCOLS Risk Assessment Dashboard
Log on
Click this button to access the PCOLS Risk Assessment Dashboard.
Data Mining
Log on
Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.
Recent At-Risk Notifications
No at-risk notifications have been received

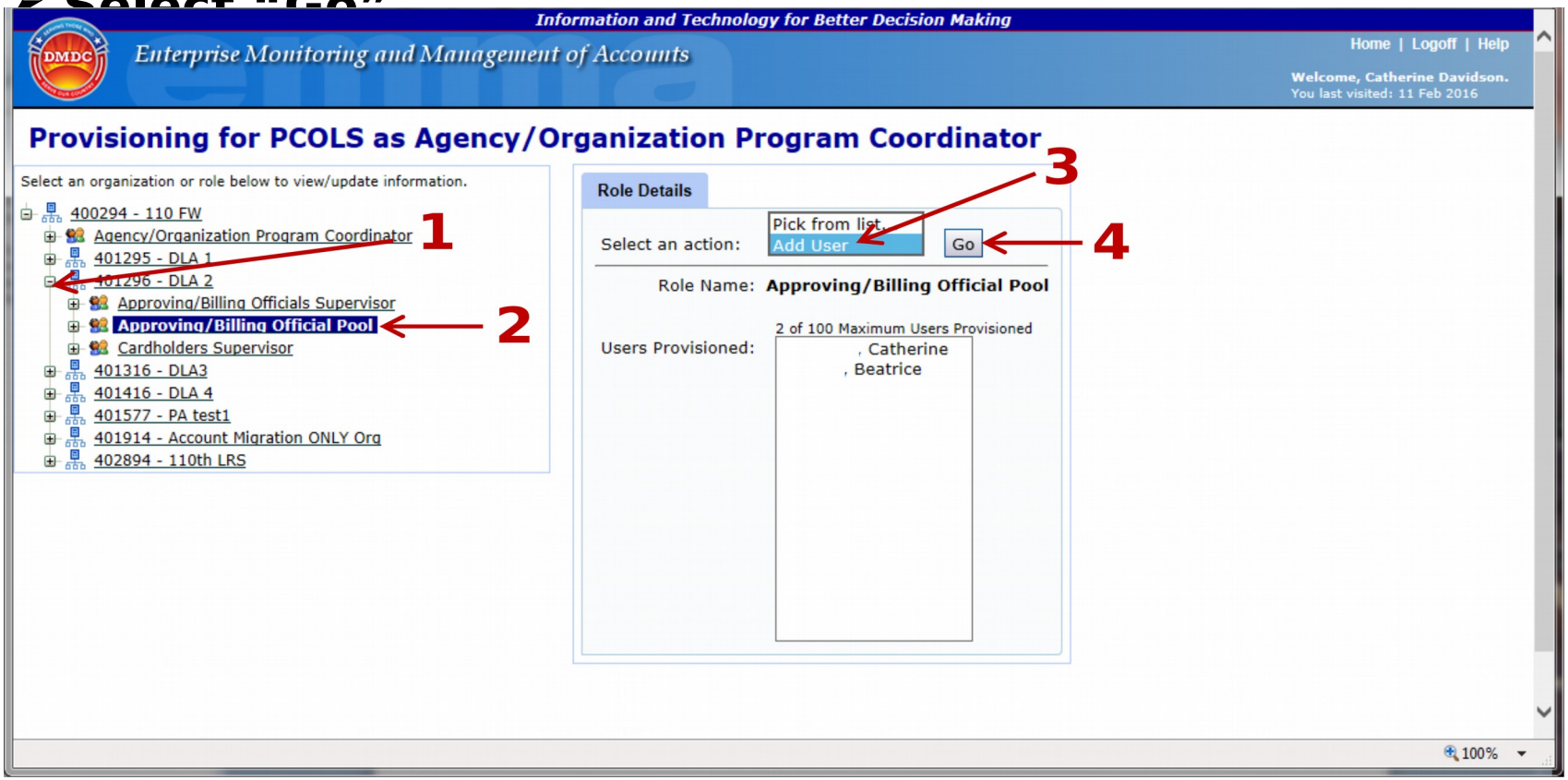
EMMA Enhancements

- **Select the radial button for your Procurement or Financial role in order to provision the role directly below you**
- **Choose the "Select Role" button**


Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Home | Logoff | Help
Welcome, Catherine Davidson.
You last visited: 12 Feb 2016
EMMA Home Page
From this page, you can select under which product/organization/role you want to perform tasks. You can return to this page any time by clicking the Home link at the top of the page.
Select Role/Manage Surrogates
Choose a role and click Select Role to manage organizations and users. To add or remove your surrogate click Add Surrogate or Remove Surrogate. Click Resend Surrogate Token to resend a token to a nominated surrogate user. Note that the option to assign a surrogate user is not available for all roles.
Select
Product Suite
Organization
Role Name
Your Surrogate
PCOLS 0536 MICC 106th Sig Bde (OPTION 1) (402099) Agency/Organization Program Coordinator Supv
PCOLS 0541 MICC 93rd Sig Bde (OPTION 2) (402101) Agency/Organization Program Coordinator Supv
PCOLS 0544 MICC NEC Training Cards (OPTION 3) (402103) Agency/Organization Program Coordinator
PCOLS 0544 MICC NEC Training Cards (OPTION 3) (402103) Agency/Organization Program Coordinator Supv
PCOLS 110 FW (400294) Agency/Organization Program Coordinator
PCOLS RAD - Navy (402001) High Level Agency Program Coordinator
PCOLS RAD - Navy A/OPC Org (402019) Agency/Organization Program Coordinator
PCOLS VBB Test (401338) Agency/Organization Program Coordinator Supv
PCOLS VBB Test (401338) Resource Manager Supervisor
Select Role
Add Surrogate
Remove Surrogate

EMMA Enhancements

- **Expand the "+" next to the sub organization where you wish to provision someone.**
- **Select the role where you are adding a user**
- **Select "Add a user" from the drop down in the "Select an action" section**
- **Select "Go"**



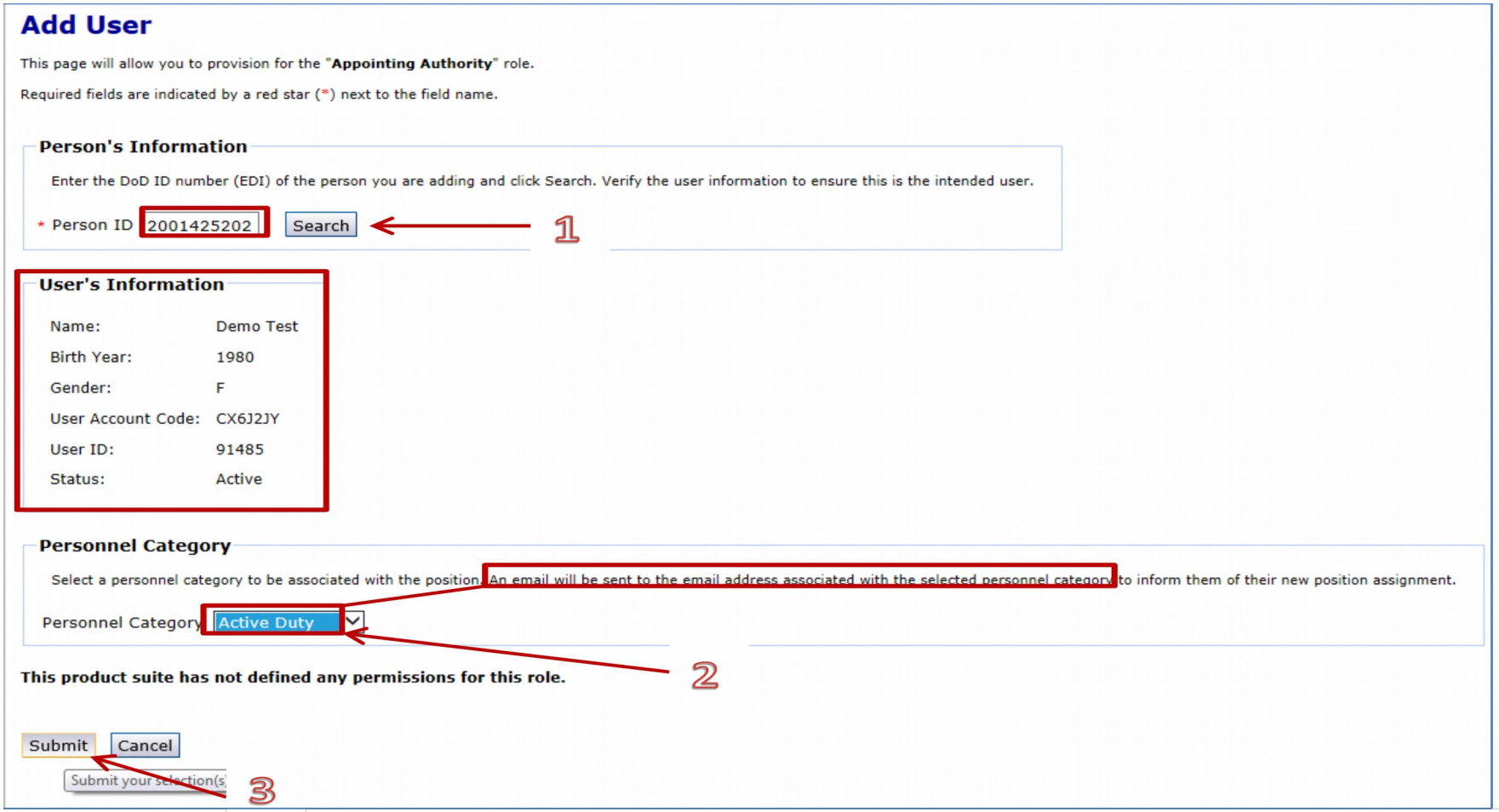
EMMA Enhancements

- **Enter the EDI/DOD Person ID Number (10 digit number located on the back of the users CAC) in the "Person ID" field on the Add User screen in EMMA**

***NOTE* -** your EDI/DOD Person ID Number is considered PII. Please ensure you are providing it to the person provisioning you in an encrypted email.

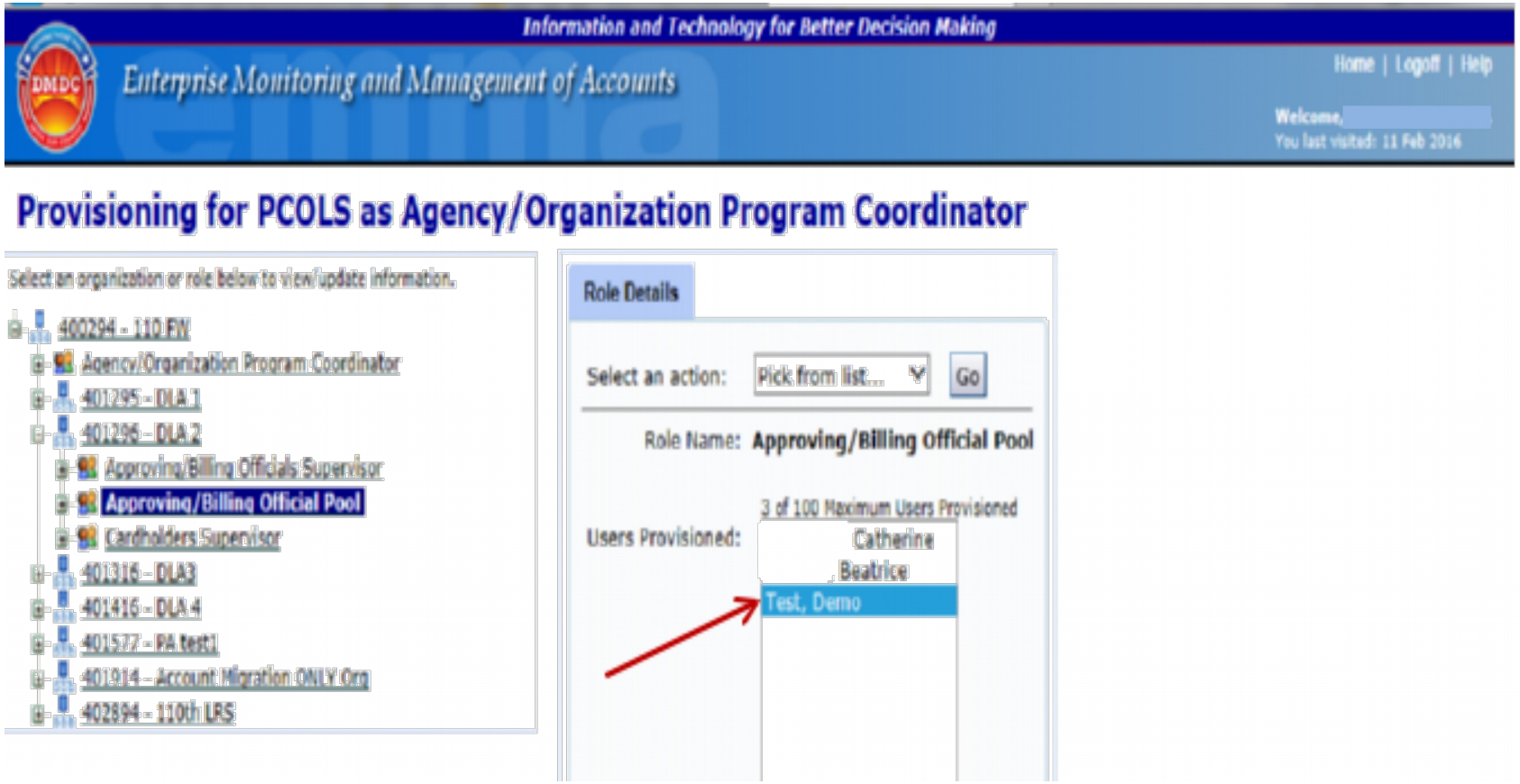
EMMA Enhancements

- **Select “Search”**
- **Search results will populate the “User’s Information” field**
- **You must select the accurate “Personnel Category”**


Add User
This page will allow you to provision for the "Appointing Authority" role.
Required fields are indicated by a red star (*) next to the field name.
Person's Information
Enter the DoD ID number (EDI) of the person you are adding and click Search. Verify the user information to ensure this is the intended user.
* Person ID 2001425202
Search
1
User's Information
Name: Demo Test
Birth Year: 1980
Gender: F
User Account Code: CX6J2JY
User ID: 91485
Status: Active
Personnel Category
Select a personnel category to be associated with the position. An email will be sent to the email address associated with the selected personnel category to inform them of their new position assignment.
Personnel Category Active Duty
2
This product suite has not defined any permissions for this role.
Submit
Cancel
Submit your selection(s)
3

EMMA Enhancements

- **The user has been added to the role in EMMA.**



***Note*-** The provisioning process is not complete until the provisioned user acts on the link in the email they receive and accepts the role. You will notice it no longer says “Pending” next to the name of the newly provisioned user.

EMMA Enhancements

- **The provisioned user will receive the below email tailored to the specific role and organization they are being added to as well as who provisioned them into the role**
- **Activate the Position ID link in the body of the email**

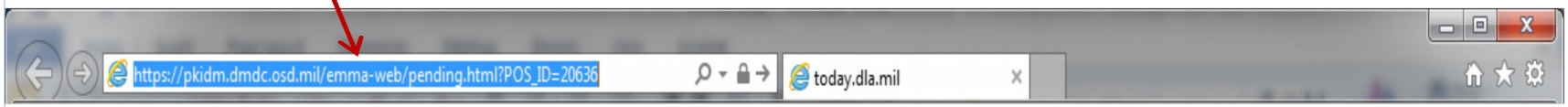
-----Original Message-----
From: no_reply@dmdc.osd.mil [mailto:no_reply@dmdc.osd.mil]
Sent: Thursday, February 11, 2016 8:54 AM
To: Approving/Billing Official Name.civ@mail.mil
Subject: You have been tentatively provisioned in [PCOLS] for role: [Approving/Billing Official Pool] - ACTION REQUIRED

You have been tentatively provisioned as a 'Approving/Billing Official Pool' in the 'DLA 2' (401296) organization for the PCOLS (AIM, PCOLS-WEB, RAD) product(s). The role assignment was created for you by James Tew james.tew.civ@dla.mil (Agency/Organization Program Coordinator).

You are required to formally accept your new position before it can be used. You also have the option to reject it. Follow the link below to take action:

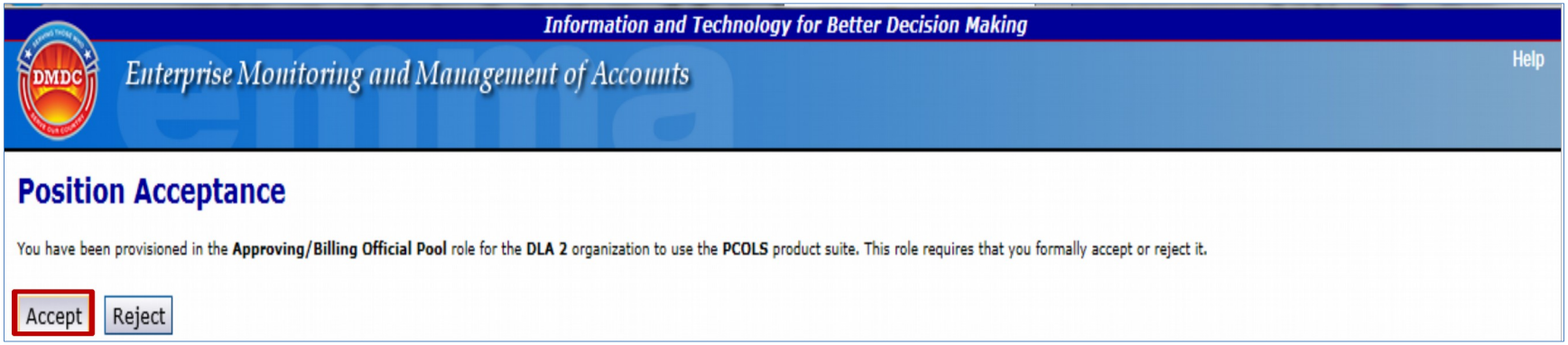
https://pkidm.dmdc.osd.mil/emma-web/pending.html?POS_ID=20636

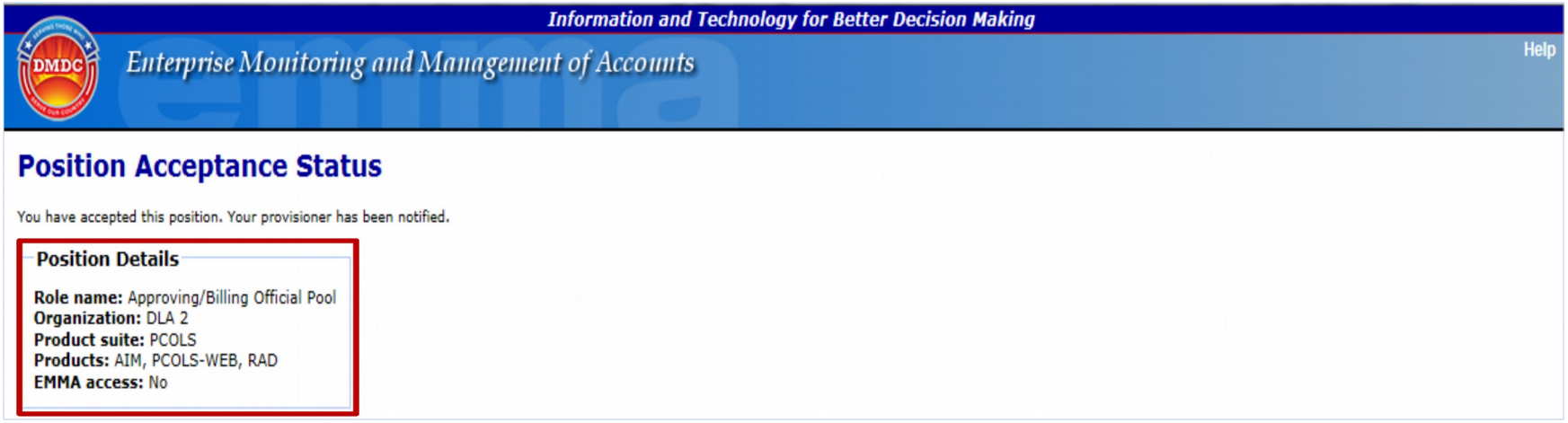
For technical support, please contact the DSC Help Desk at the below phone numbers. Be sure to identify yourself as a 'Approving/Billing Official Pool' for the 'PCOLS' product and state that you were provisioned for the Enterprise Monitoring and Management of Accounts (EMMA) web application.
- US (CONUS) - Commercial (toll-free): 1-800-372-7437
- OCONUS - DSN: 312-878-2856



EMMA Enhancements

- **User is taken to the “Position Acceptance” screen**
- **Select “Accept” to finalize being provisioned into the role**
- **Select “Reject” if you should not be in the role and**


Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance
You have been provisioned in the Approving/Billing Official Pool role for the DLA 2 organization to use the PCOLS product suite. This role requires that you formally accept or reject it.
Accept
Reject


Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance Status
You have accepted this position. Your provisioner has been notified.
Position Details
Role name: Approving/Billing Official Pool
Organization: DLA 2
Product suite: PCOLS
Products: AIM, PCOLS-WEB, RAD
EMMA access: No

EMMA Enhancements

- **The provisioner will receive a “no_reply” email confirming acceptance of the new role**

-----Original Message-----
From: no_reply@dmdc.osd.mil [mailto:no_reply@dmdc.osd.mil]
Sent: Thursday, February 11, 2016 11:28 AM
To: A/OPC Name@mail.mil
Subject: User has accepted nomination for role: [Approving/Billing Official Pool]

Demo Test has accepted their role nomination as a 'Approving/Billing Official Pool' in the 'DLA 2' (401296) organization for the PCOLS (AIM, PCOLS-WEB, RAD) product(s).

- **If a user needs to be unprovisioned from EMMA the “Remove User” action is still the same**
- **Now that the new user is provisioned in EMMA, assigning the new user to an account or multiple accounts can be performed in AIM as necessary**

EMMA Enhancements

- **EMMA Release 5.0.1 – March 10, 2016**
- **Modification to Provisioning Method – Affects to Reporting**

With the change to the EMMA provisioning method, the Provisioning Token Report is no longer available to PCOLS users. Also, due to the change, the Provisioning Status Report does not report Pending Users. At this time, the report can be run but will only include Active users.

AIM Enhancements

AIM

AIM Enhancements

- **AIM Release 3.10 – January 15, 2015**
- **Add updated users to confirmation email**

The Update A/BO and Update A/BO Supervisor confirmation emails were enhanced to include the original and updated A/BOs and A/BO Supervisors names when the updates are completed.

Benefit to Users:

Readily identifies individuals that you were removed or

-----Original Message-----
From: PCOLS_noreply@dmdc.osd.mil [mailto:PCOLS_noreply@dmdc.osd.mil]
Sent: Monday, June 27, 2016 8:49 AM
To: Tew, James V II CIV DLA INFO OPERATIONS (US); Gill, Lakeisha L CIV DLA INFO OPERATIONS (US); Tejada, Ginger R CIV DLA INFO OPERATIONS (US);
Subject: [PCOLS Notice] Account Alternate A/BO Update success: Managing Account request

The following Managing Account was successfully updated:

Account Holder's Name: lakeisha gill
Account Number: **********8751
Office Name: Q.A.1
Justification: Purchase office supplies
Request Type: Account Alternate A/BO Update

Original Alternate A/BO(s):
James Tew II
dale harmon
Catherine Davidson
Mark Umstead
Updated Alternate A/BO(s):
James Tew II
Demo Test

AIM Enhancements

- **AIM Release 3.10 – Cont'd**
- **Update Unit Identification Code (UIC) upon Confirmation**

The Auto Cancellation process creates a review task when a cardholder's UIC changes. Upon submission of a request for review of the Cardholder Account that indicates the account should remain open, the system will update the AIM captured UIC to match the currently associated UIC if the Cardholders Personnel Category is Active Duty, Guard, Reserve, or Academy Student. This will allow the system to correctly identify future UIC changes.

Benefit to Users:

Assists in ensuring compliance with Public Law (PL) 112-194, dated October 5, 2012, "Government Charge Card Abuse Prevention Act of 2012".

Additional information on Auto-cancellation, auto removal of users and review on transfer can be located at the following DAU PCOLS link

AIM Enhancements

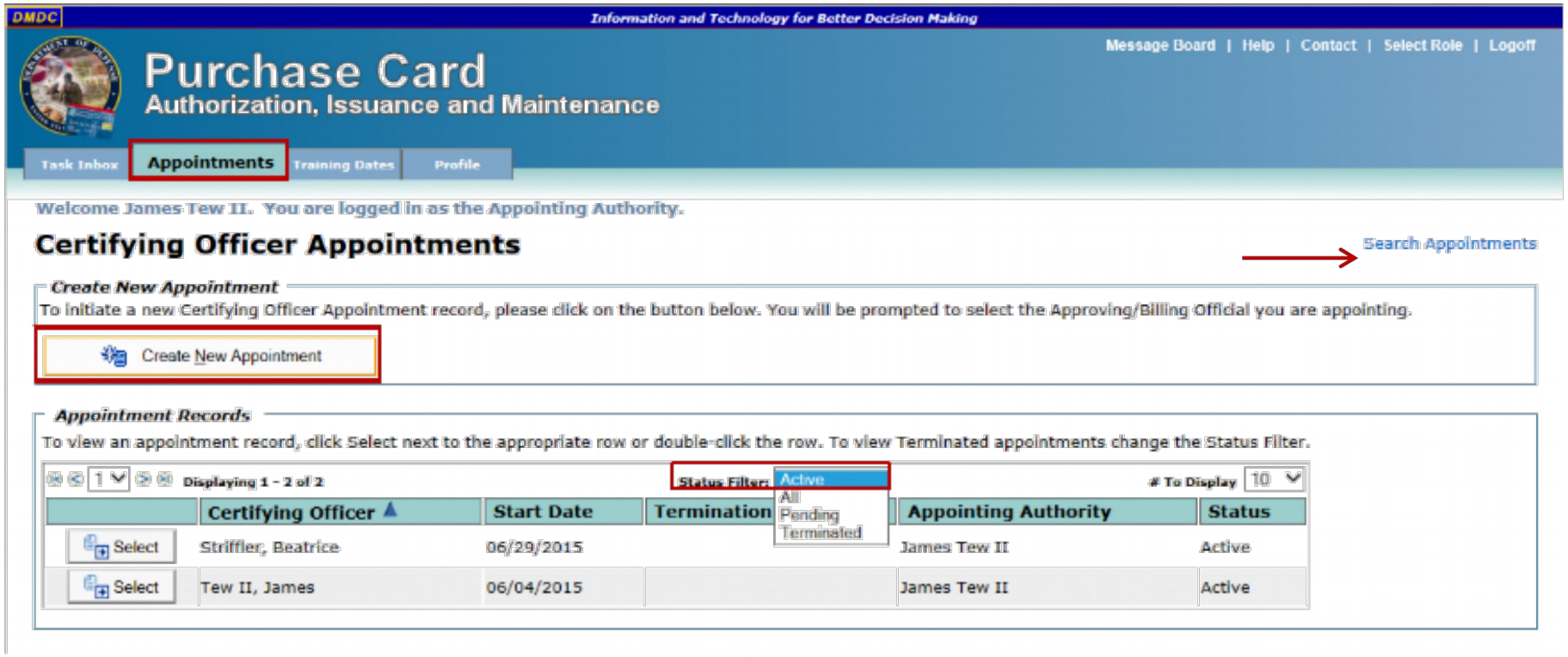
- **AIM Release 4.0 – May 28, 2015**
- **New Certifying Officer Appointment Process in PCOLS**

Currently, Certifying Officers (COs) must be appointed by an authorized individual and have a DD 577 (Appointment Record) form on file with DFAS in order to act in the PCOLS Approving/Billing Official role. This process is currently handled outside of PCOLS. The A/OPC then indicates on the Managing Account in PCOLS that all required appointments have been prepared and processed.

Benefit to Users: The appointment process has been incorporated into PCOLS eliminating the need for the separate DD 577 form (paperless process). PCOLS will capture the appointment information for each Certifying Officer (A/BO). DFAS has been provided a search feature to view and print the appointments.

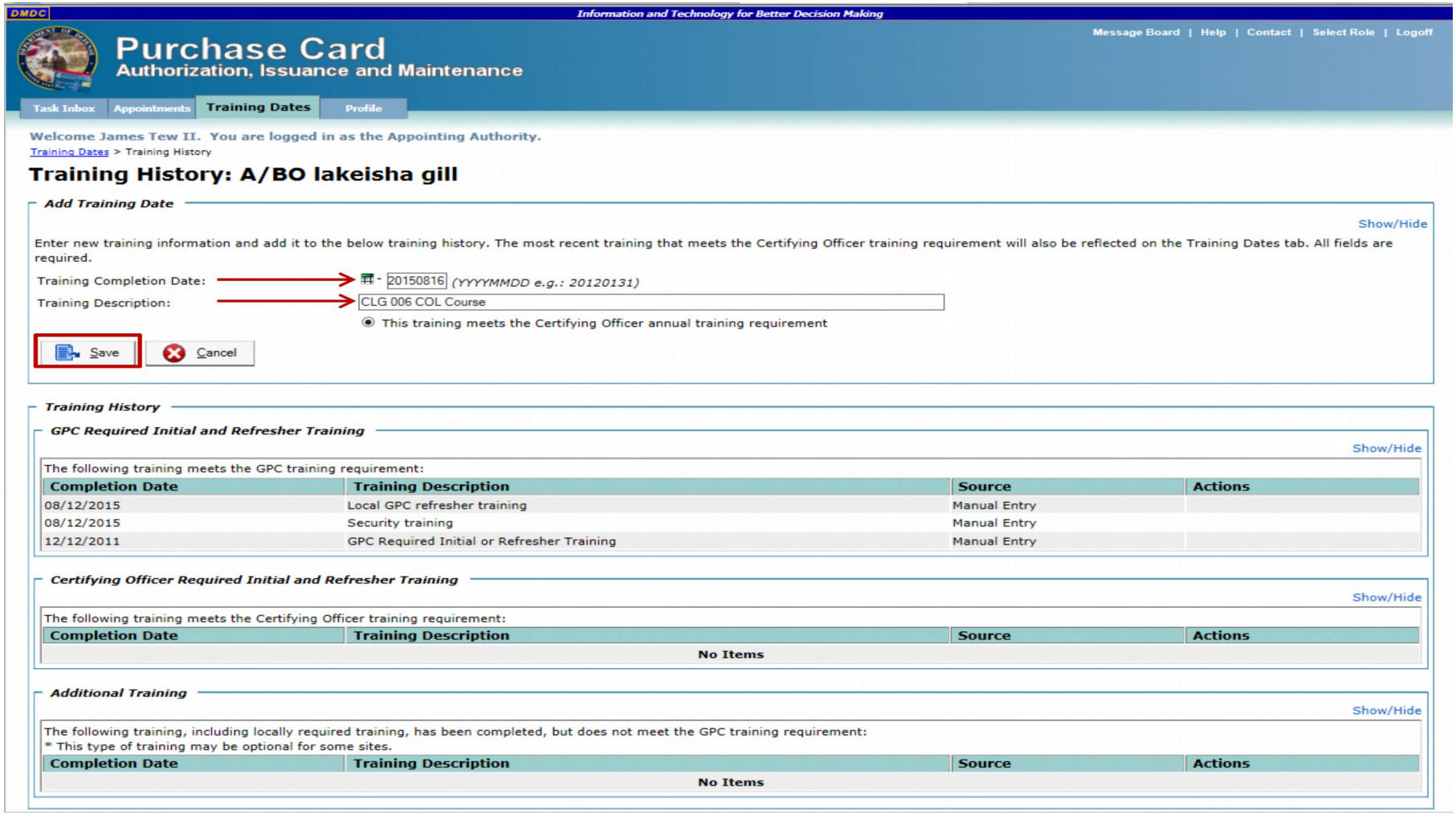
AIM Enhancements

- **AIM Release 4.0 – Cont'd**
- **Two new roles**
  - Appointing Authority
  - CO Verifier
- **New "Appointments" Tab**



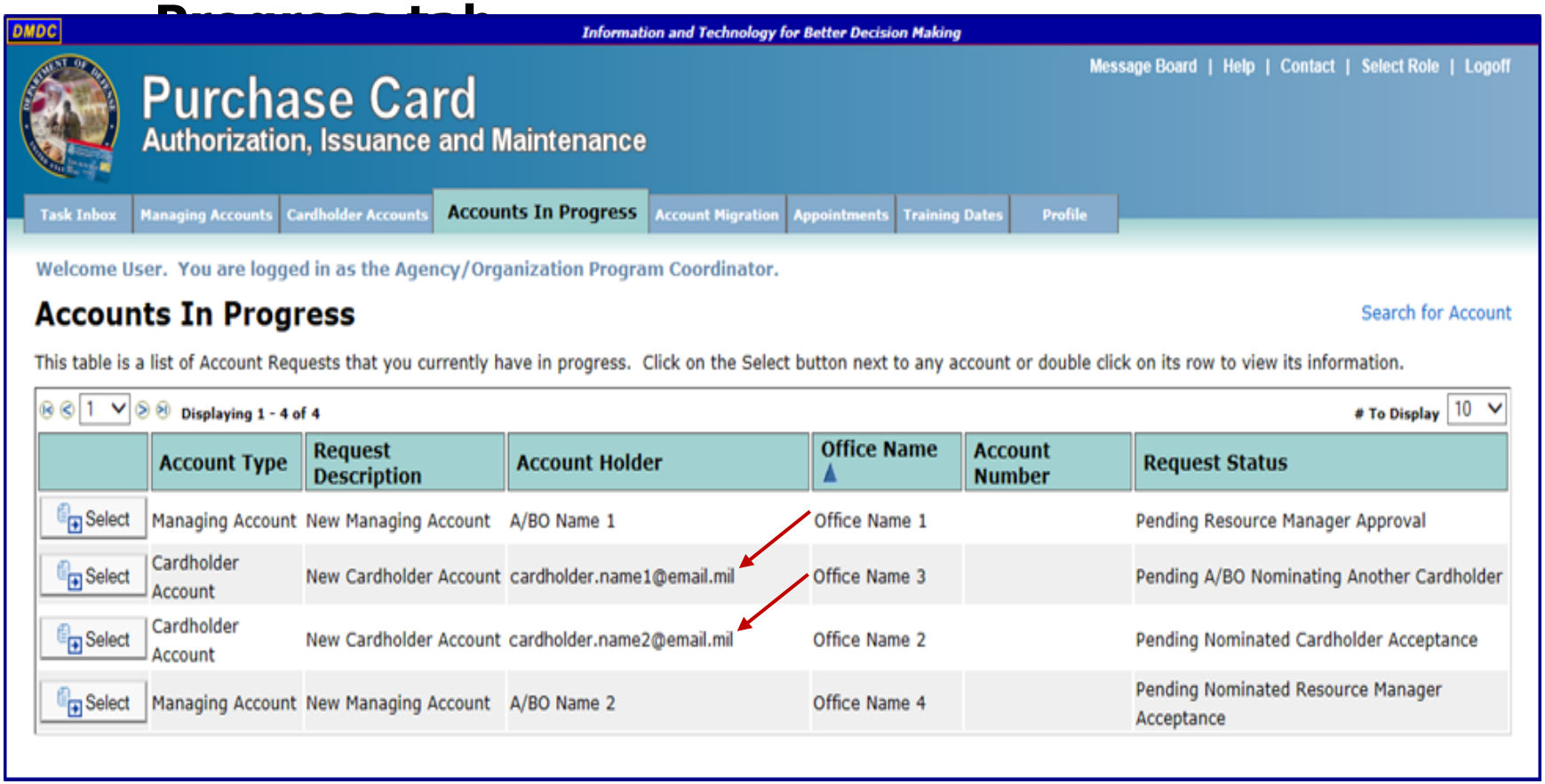
AIM Enhancements

- **AIM Release 4.0 – Cont'd**
- **Modification to the Training tab**


DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Message Board | Help | Contact | Select Role | Logoff
Task Inbox
Appointments
Training Dates
Profile
Welcome James Tew II. You are logged in as the Appointing Authority.
Training Dates > Training History
Training History: A/BO lakeisha gill
Add Training Date
Show/Hide
Enter new training information and add it to the below training history. The most recent training that meets the Certifying Officer training requirement will also be reflected on the Training Dates tab. All fields are required.
Training Completion Date: 20150816 (YYYYMMDD e.g.: 20120131)
Training Description: CLG 006 COL Course
This training meets the Certifying Officer annual training requirement
Save
Cancel
Training History
GPC Required Initial and Refresher Training
Show/Hide
The following training meets the GPC training requirement:
Completion Date | Training Description | Source | Actions
08/12/2015 | Local GPC refresher training | Manual Entry
08/12/2015 | Security training | Manual Entry
12/12/2011 | GPC Required Initial or Refresher Training | Manual Entry
Certifying Officer Required Initial and Refresher Training
Show/Hide
The following training meets the Certifying Officer training requirement:
Completion Date | Training Description | Source | Actions
No Items
Additional Training
Show/Hide
The following training, including locally required training, has been completed, but does not meet the GPC training requirement:
* This type of training may be optional for some sites.
Completion Date | Training Description | Source | Actions
No Items

AIM Enhancements

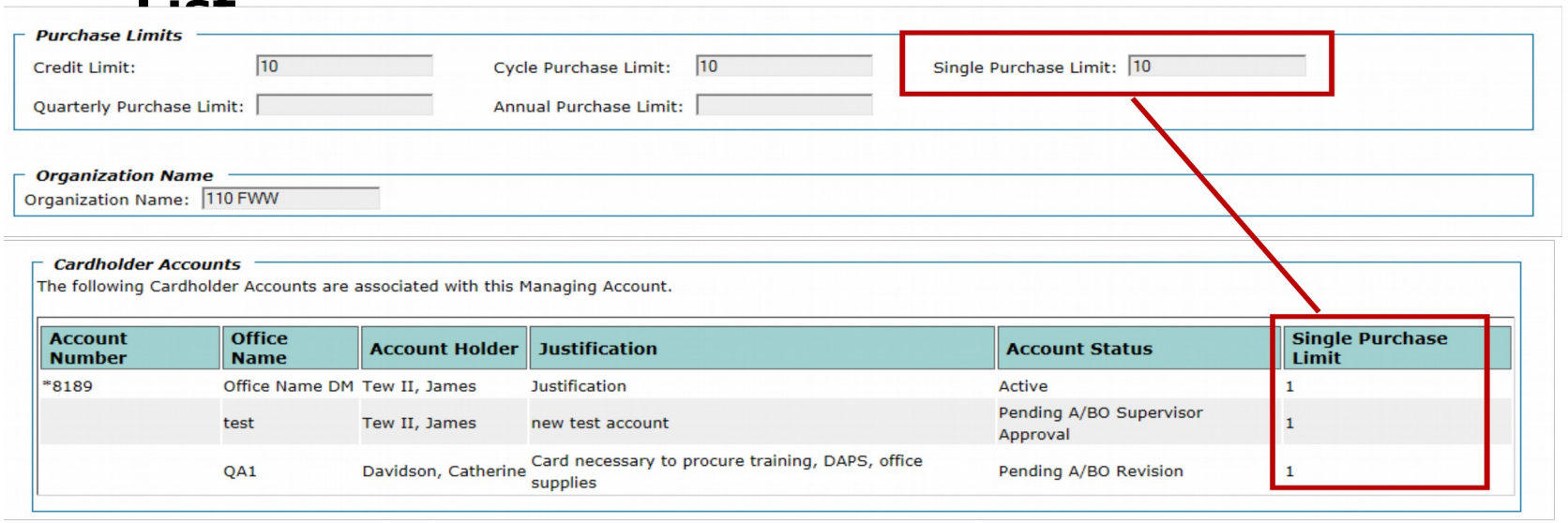
- **AIM Release 4.01 – September 8, 2015**
- **Include A/BO on Managing Account Review emails**
- **Display Cardholder email address on Accounts In Progress tab**


DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Message Board | Help | Contact | Select Role | Logoff
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Account Migration
Appointments
Training Dates
Profile
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Accounts In Progress
Search for Account
This table is a list of Account Requests that you currently have in progress. Click on the Select button next to any account or double click on its row to view its information.
Displaying 1 - 4 of 4
To Display 10

	Account Type	Request Description	Account Holder	Office Name	Account Number	Request Status
Select	Managing Account	New Managing Account	A/BO Name 1	Office Name 1		Pending Resource Manager Approval
Select	Cardholder Account	New Cardholder Account	cardholder.name1@email.mil	Office Name 3		Pending A/BO Nominating Another Cardholder
Select	Cardholder Account	New Cardholder Account	cardholder.name2@email.mil	Office Name 2		Pending Nominated Cardholder Acceptance
Select	Managing Account	New Managing Account	A/BO Name 2	Office Name 4		Pending Nominated Resource Manager Acceptance

AIM Enhancements

- **AIM Release 4.01 – Cont'd**
- **Add Single Purchase Limit to Cardholder Account List**



Purchase Limits

Credit Limit: 10 | Cycle Purchase Limit: 10 | Single Purchase Limit: 10

Quarterly Purchase Limit: | Annual Purchase Limit:

Organization Name

Organization Name: 110 FWW

Cardholder Accounts

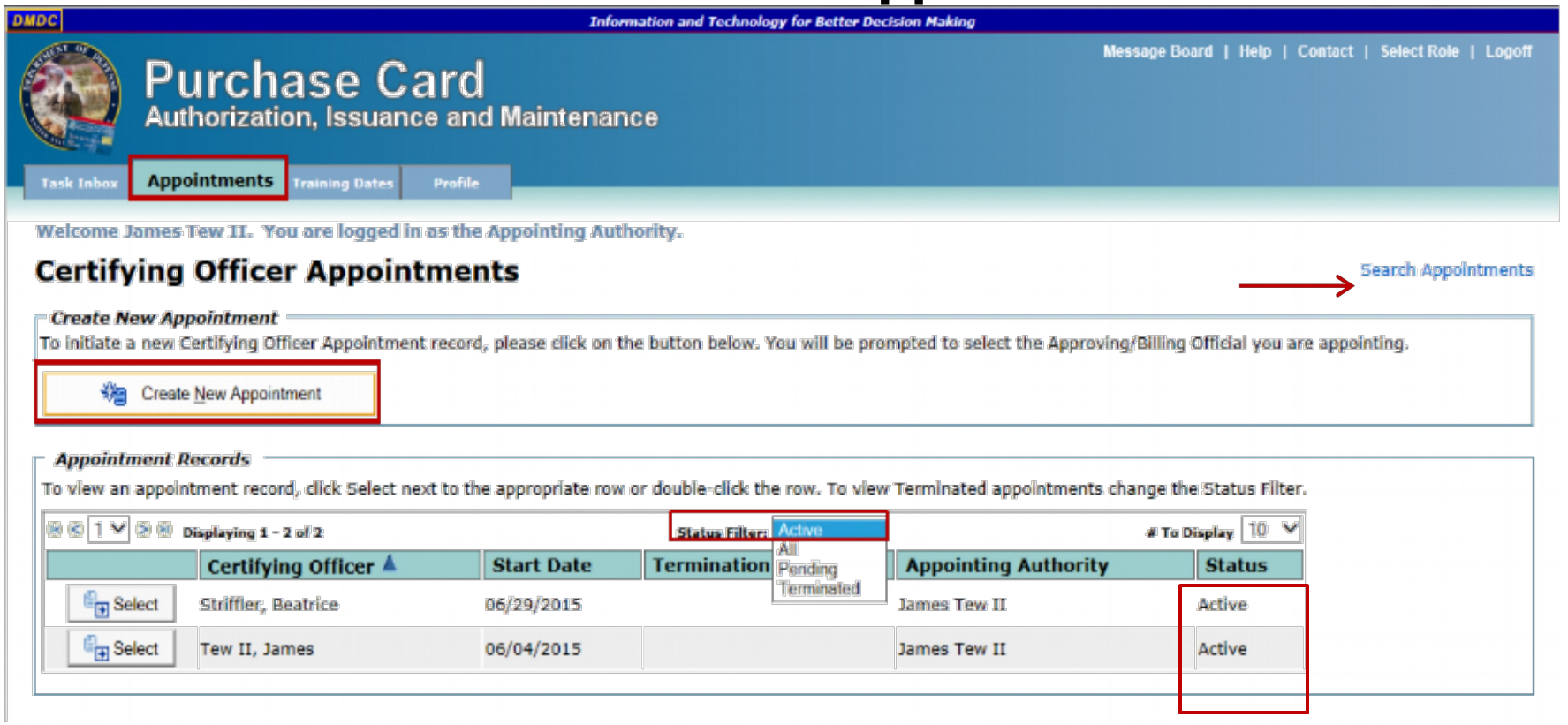
The following Cardholder Accounts are associated with this Managing Account.

Account Number	Office Name	Account Holder	Justification	Account Status	Single Purchase Limit
*8189	Office Name DM	Tew II, James	Justification	Active	1
	test	Tew II, James	new test account	Pending A/BO Supervisor Approval	1
	QA1	Davidson, Catherine	Card necessary to procure training, DAPS, office supplies	Pending A/BO Revision	1

- **Automatic Termination of Certifying Officer Appointment**
- **New Certifying Officer Training Reminder Emails**

AIM Enhancements

- **AIM Release 4.01 – Cont'd**
- **New Search option on Appointments tab**
- **Add Status column to Appointments tab**
- **Add Status filter of All to Appointments tab**



AIM Enhancements

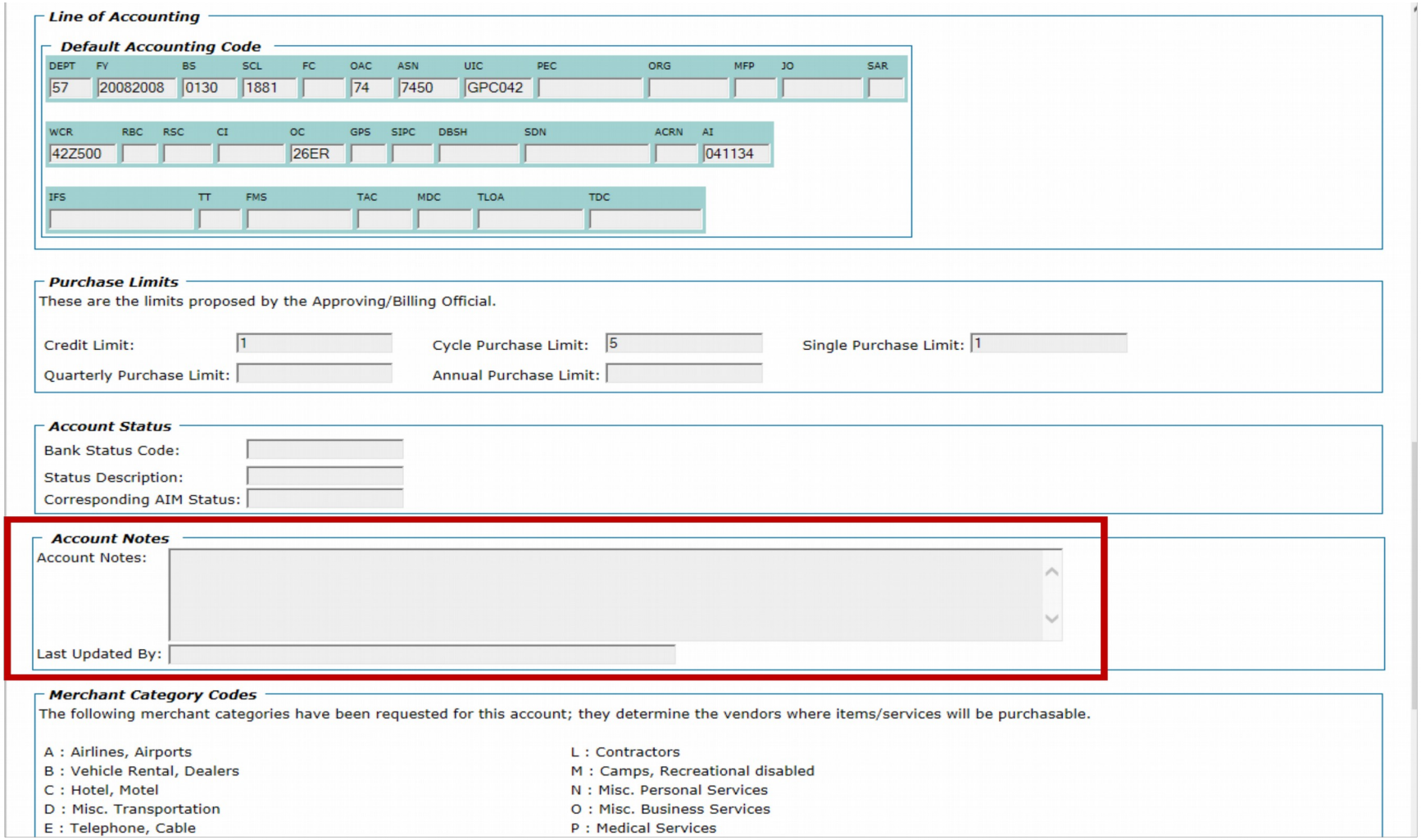
- **AIM Release 4.02 – December 15, 2015**
- **Add Account Notes field to all accounts**

A new field was added to all accounts in PCOLS. This field allows for the A/OPC to keep notes on the account. The notes field is a text field that can be added by the A/OPC when the account is created in PCOLS or updated on any maintenance action. Other roles associated with the account will be able to view, but not update, the notes field.

Please note that an update to the notes field will replace the previous notes; the system will not maintain a history of the notes. At this time, the notes will only be available in PCOLS and will not flow to the bank.

Benefit to Users: This enhancement allows easy access to any A/OPC input notes for those that are involved with the account.

AIM Enhancements



Line of Accounting

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20082008	0130	1881		74	7450	GPC042					

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

Purchase Limits

These are the limits proposed by the Approving/Billing Official.

Credit Limit: 1 Cycle Purchase Limit: 5 Single Purchase Limit: 1

Quarterly Purchase Limit: Annual Purchase Limit:

Account Status

Bank Status Code:

Status Description:

Corresponding AIM Status:

Account Notes

Account Notes:

Last Updated By:

Merchant Category Codes

The following merchant categories have been requested for this account; they determine the vendors where items/services will be purchasable.

A : Airlines, Airports
B : Vehicle Rental, Dealers
C : Hotel, Motel
D : Misc. Transportation
E : Telephone, Cable
L : Contractors
M : Camps, Recreational disabled
N : Misc. Personal Services
O : Misc. Business Services
P : Medical Services

AIM Enhancements

- **AIM Release 4.02 - Cont'd**
- **Send Bank Failure task to appropriate user**

AIM was enhanced to direct the workflow task to the A/OPC or RM, as appropriate, after a failed attempt to send a request to the bank. For errors related to the financial information entered by the RM the task will be assigned to the RM for revision. All other errors will result in the task being assigned to the A/OPC.

Benefit to Users: This enhancement bypasses users in roles (A/BO, A/BO Supervisor or CH Supervisors) that cannot fix an issue on an account request or maintenance action that failed when submitted to the bank. These bank submission failures can only be fixed by the Resource Manager or the A/OPC.

- **Allow Appointing Authority to terminate workflow and resend appointment task email**
- **Include Inactive A/BO appointments on AA and A/OPC Appointments tab**

AIM Enhancements

- **AIM Release 4.03 – June 7, 2016**
- **Allow higher level user access to AIM**

The following PCOLS roles will now have **read-only** access to AIM:

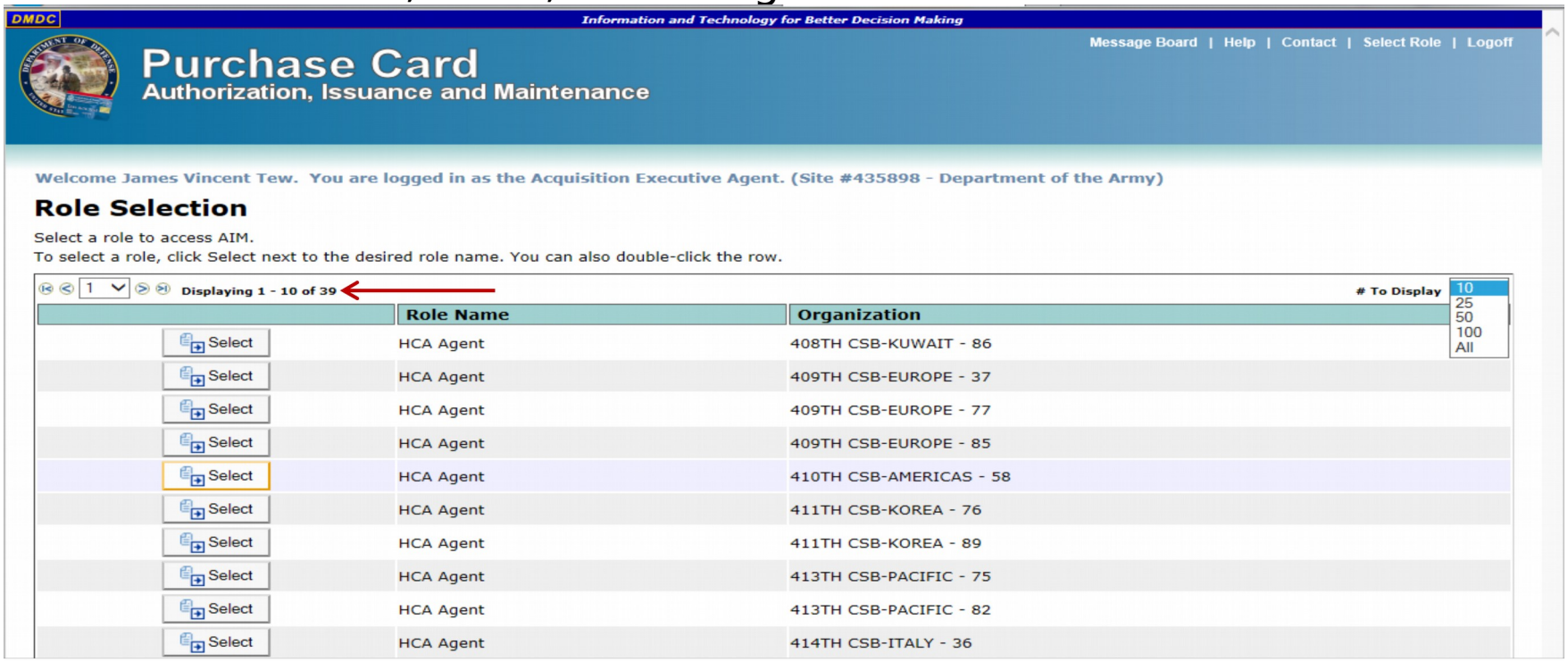
- Purchase Card Policy Office
- Acquisition Executive Agent (Level 2 A/OPC)
- HCA Agent (Level 3 A/OPC)
- High-Level A/OPC
- A/OPC Supervisor
- Component Resource Manager (Level 2 RM)
- Major Resource Manager
- Intermediate Resource Manager
- RM Supervisor

AIM Enhancements

➢ AIM Release 4.03 - Cont'd

When logging onto AIM, users in these roles are prompted to select a subordinate organization (either A/OPC or RM). Access is granted at the A/OPC or RM organization level to allow the role to see accounts, tasks, and training data (A/OPC only) at the site.

Benefit to Users: Provides higher level roles the ability to view accounts, tasks, training data and workflow status at the

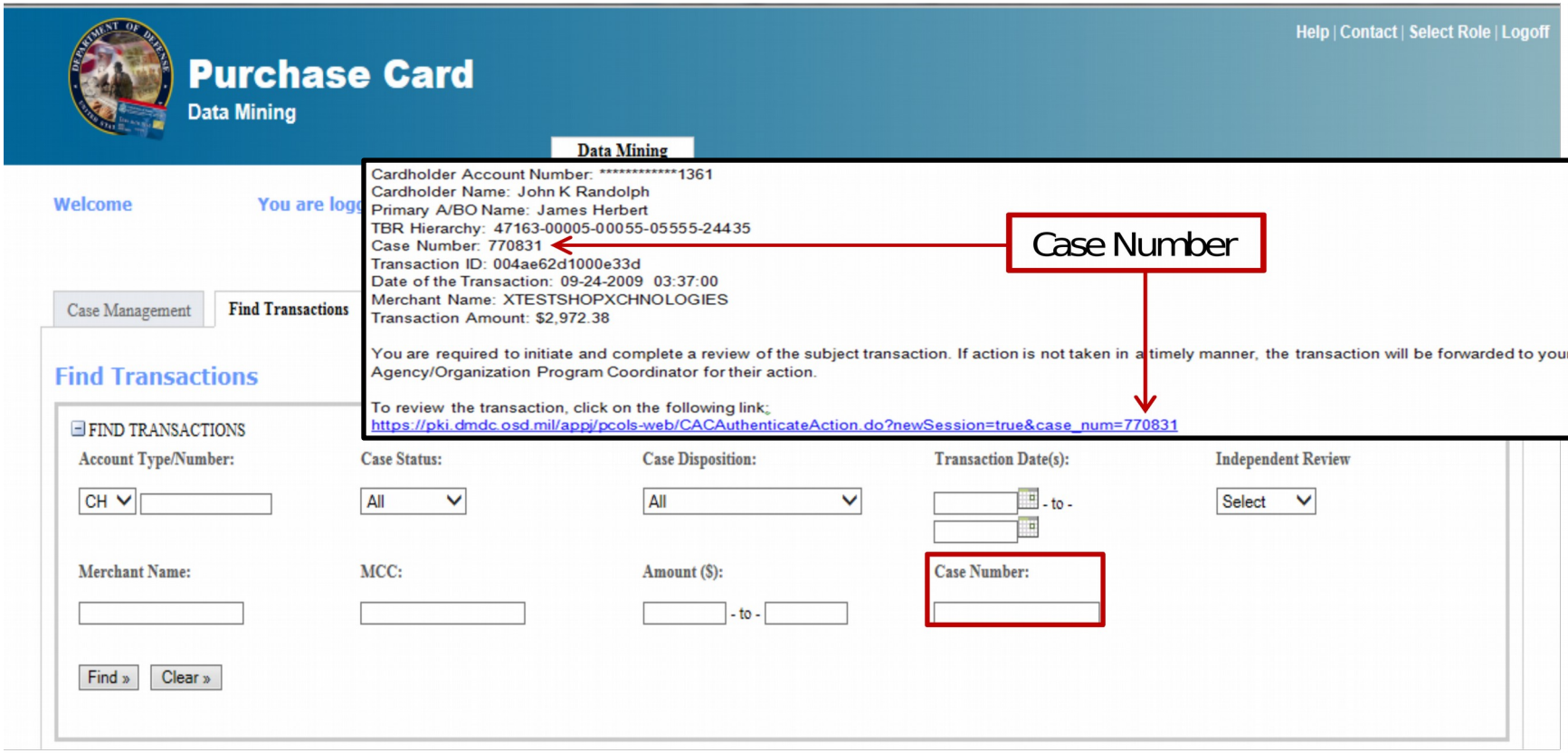

DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Message Board | Help | Contact | Select Role | Logoff
Welcome James Vincent Tew. You are logged in as the Acquisition Executive Agent. (Site #435898 - Department of the Army)
Role Selection
Select a role to access AIM.
To select a role, click Select next to the desired role name. You can also double-click the row.
Displaying 1 - 10 of 39
To Display
10
25
50
100
All
Role Name
Organization
Select HCA Agent 408TH CSB-KUWAIT - 86
Select HCA Agent 409TH CSB-EUROPE - 37
Select HCA Agent 409TH CSB-EUROPE - 77
Select HCA Agent 409TH CSB-EUROPE - 85
Select HCA Agent 410TH CSB-AMERICAS - 58
Select HCA Agent 411TH CSB-KOREA - 76
Select HCA Agent 411TH CSB-KOREA - 89
Select HCA Agent 413TH CSB-PACIFIC - 75
Select HCA Agent 413TH CSB-PACIFIC - 82
Select HCA Agent 414TH CSB-ITALY - 36

Data Mining

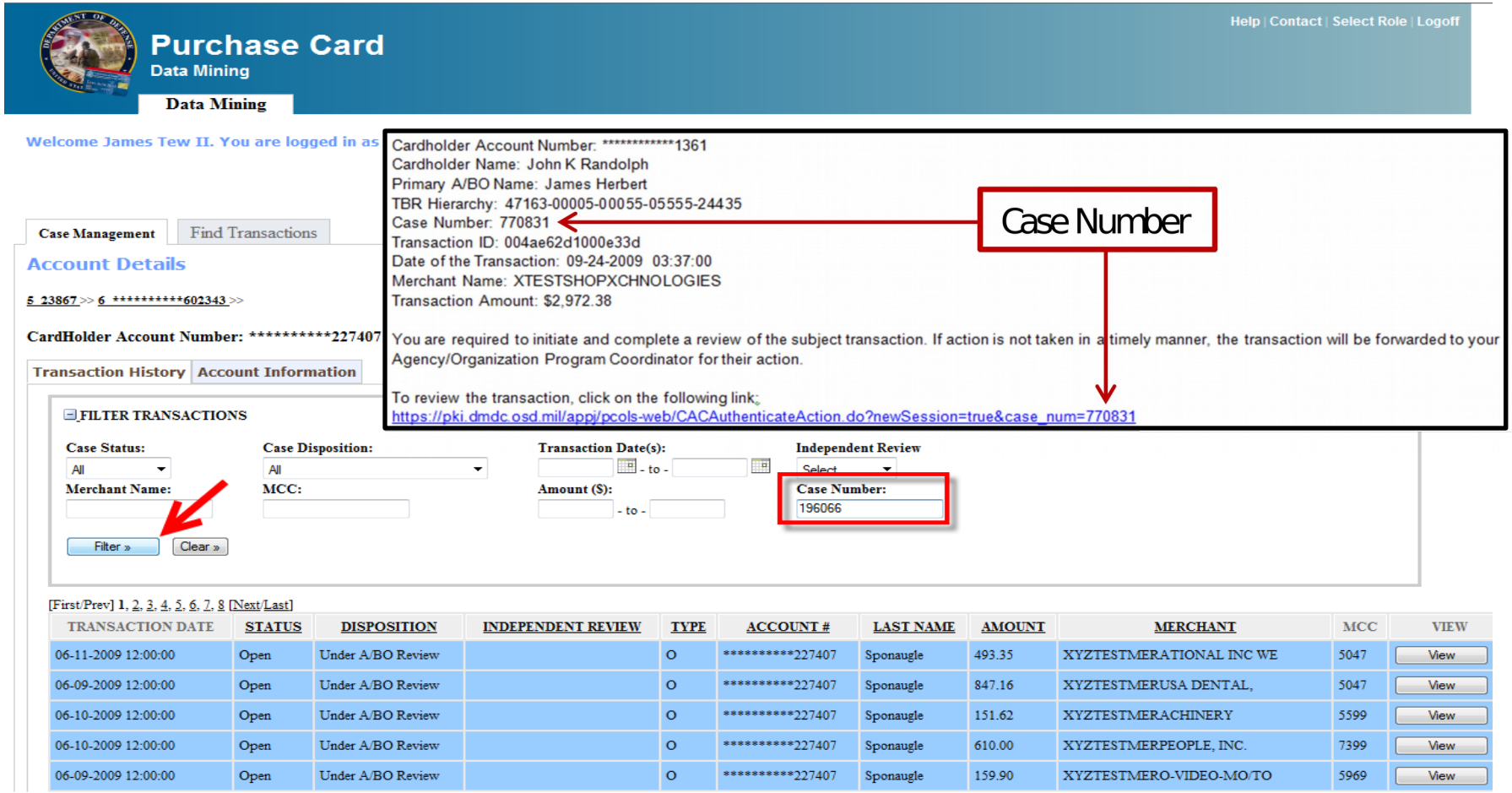
Data Mining Enhancements

- **PCOLS Data Mining Release – May 6, 2015**
- **Case Number search field added (two options "Find" & "Filter")**

The "Find Transaction" tab and the "Filter" Section in Case Management have a Case Number section to locate



Data Mining Enhancements


Purchase Card
Data Mining
Data Mining
Help | Contact | Select Role | Logoff
Welcome James Tew II. You are logged in as
Cardholder Account Number: **********1361
Cardholder Name: John K Randolph
Primary A/BO Name: James Herbert
TBR Hierarchy: 47163-00005-00055-05555-24435
Case Number: 770831
Transaction ID: 004ae62d1000e33d
Date of the Transaction: 09-24-2009 03:37:00
Merchant Name: XTESTSHOPXCHNOLOGIES
Transaction Amount: $2,972.38
Case Number
You are required to initiate and complete a review of the subject transaction. If action is not taken in a timely manner, the transaction will be forwarded to your Agency/Organization Program Coordinator for their action.
To review the transaction, click on the following link:
https://pki.dmdc.osd.mil/appj/pcols-web/CACAuthenticateAction.do?newSession=true&case_num=770831
Case Management
Find Transactions
Account Details
CardHolder Account Number: **********227407
Transaction History
Account Information
FILTER TRANSACTIONS
Case Status:
Case Disposition:
Transaction Date(s):
Independent Review
Merchant Name:
MCC:
Amount ($):
Case Number:
196066
Filter »
Clear »
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]
TRANSACTION DATE | STATUS | DISPOSITION | INDEPENDENT REVIEW | TYPE | ACCOUNT # | LAST NAME | AMOUNT | MERCHANT | MCC | VIEW
06-11-2009 12:00:00 | Open | Under A/BO Review | O | **********227407 | Sponaugle | 493.35 | XYZTESTMERATIONAL INC WE | 5047 | View
06-09-2009 12:00:00 | Open | Under A/BO Review | O | **********227407 | Sponaugle | 847.16 | XYZTESTMERUSA DENTAL, | 5047 | View
06-10-2009 12:00:00 | Open | Under A/BO Review | O | **********227407 | Sponaugle | 151.62 | XYZTESTMERACHINERY | 5599 | View
06-10-2009 12:00:00 | Open | Under A/BO Review | O | **********227407 | Sponaugle | 610.00 | XYZTESTMERPEOPLE, INC. | 7399 | View
06-09-2009 12:00:00 | Open | Under A/BO Review | O | **********227407 | Sponaugle | 159.90 | XYZTESTMERO-VIDEO-MO/TO | 5969 | View

Data Mining Enhancements

- **PCOLS Data Mining Release Build 2 – September 13, 2015**
- **Allow Self-Initiation of DM Cases by A/OPC**

The A/OPC and higher level roles in the organizations hierarchy have the ability to self-initiate DM cases. This applies to white bar transactions in either the Case Manager or Find Transactions screens.

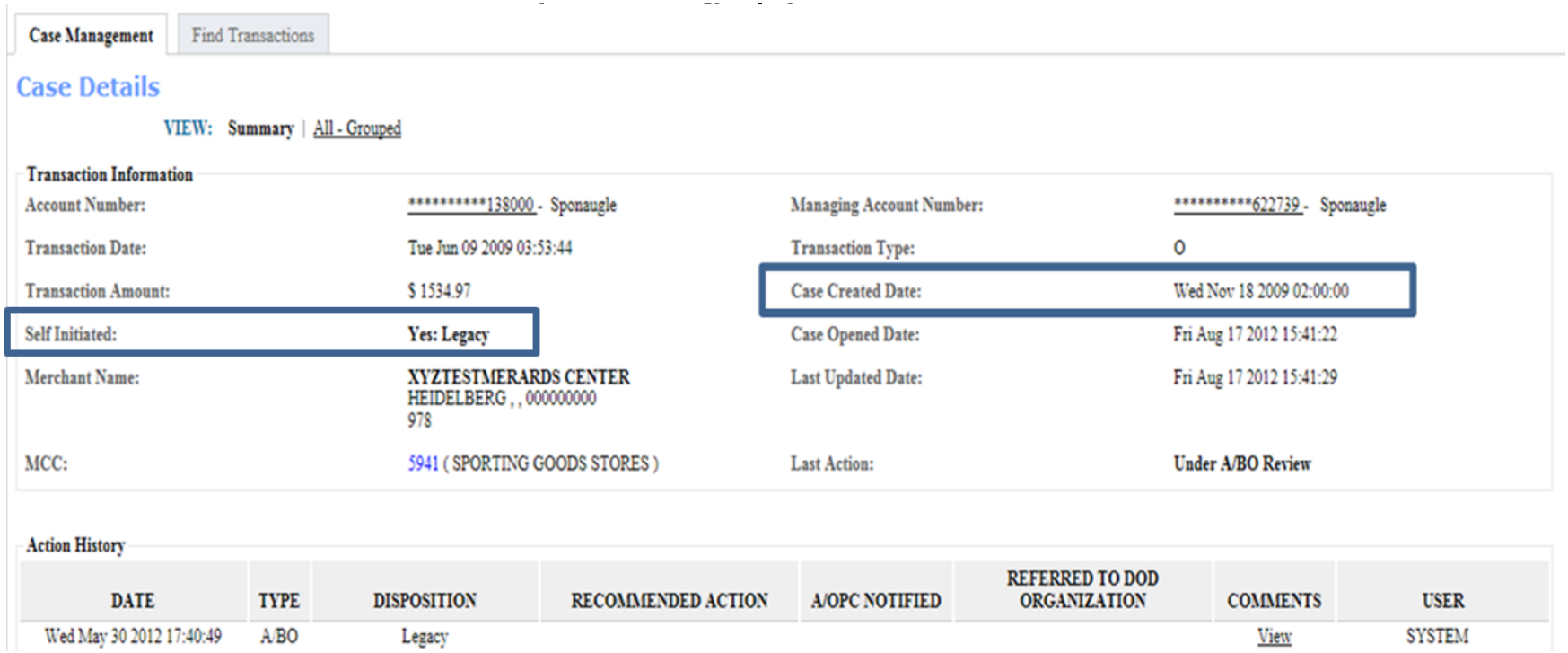
Benefit to Users: Allows higher level users to flag transactions in order to initiate an A/BO review on cases that

TRANSACTION DATE	STATUS	DISPOSITION	TYPE	AMOUNT	MERCHANT	MCC	VIEW
02-07-2009 02:27:28	Closed	Suspected Fraud	O	727.09	PICCADILLY CAFETERIQ88	5814	View
02-08-2009 02:02:01			O	76.30	COMFORT INN CLARKSDALE	3562	Create
02-07-2009 02:02:01			O	70.00	COMFORT INN CLARKSDALE	3562	Create

Data Mining Enhancements

- **PCOLS Data Mining Release Build 3 – December 12, 2015**
- **Updates made to the date field displays within Case Manager**

Two new fields added to the Case Manager to provide more relevant information to the end user.



Case Management | Find Transactions

Case Details

VIEW: Summary | All - Grouped

Transaction Information

Account Number:	**********138000 - Sponaugle	Managing Account Number:	**********622739 - Sponaugle
Transaction Date:	Tue Jun 09 2009 03:53:44	Transaction Type:	O
Transaction Amount:	$ 1534.97	Case Created Date:	Wed Nov 18 2009 02:00:00
Self Initiated:	Yes: Legacy	Case Opened Date:	Fri Aug 17 2012 15:41:22
Merchant Name:	XYZTESTMERARDS CENTER HEIDELBERG , , 00000000 978	Last Updated Date:	Fri Aug 17 2012 15:41:29
MCC:	5941 (SPORTING GOODS STORES)	Last Action:	Under A/BO Review

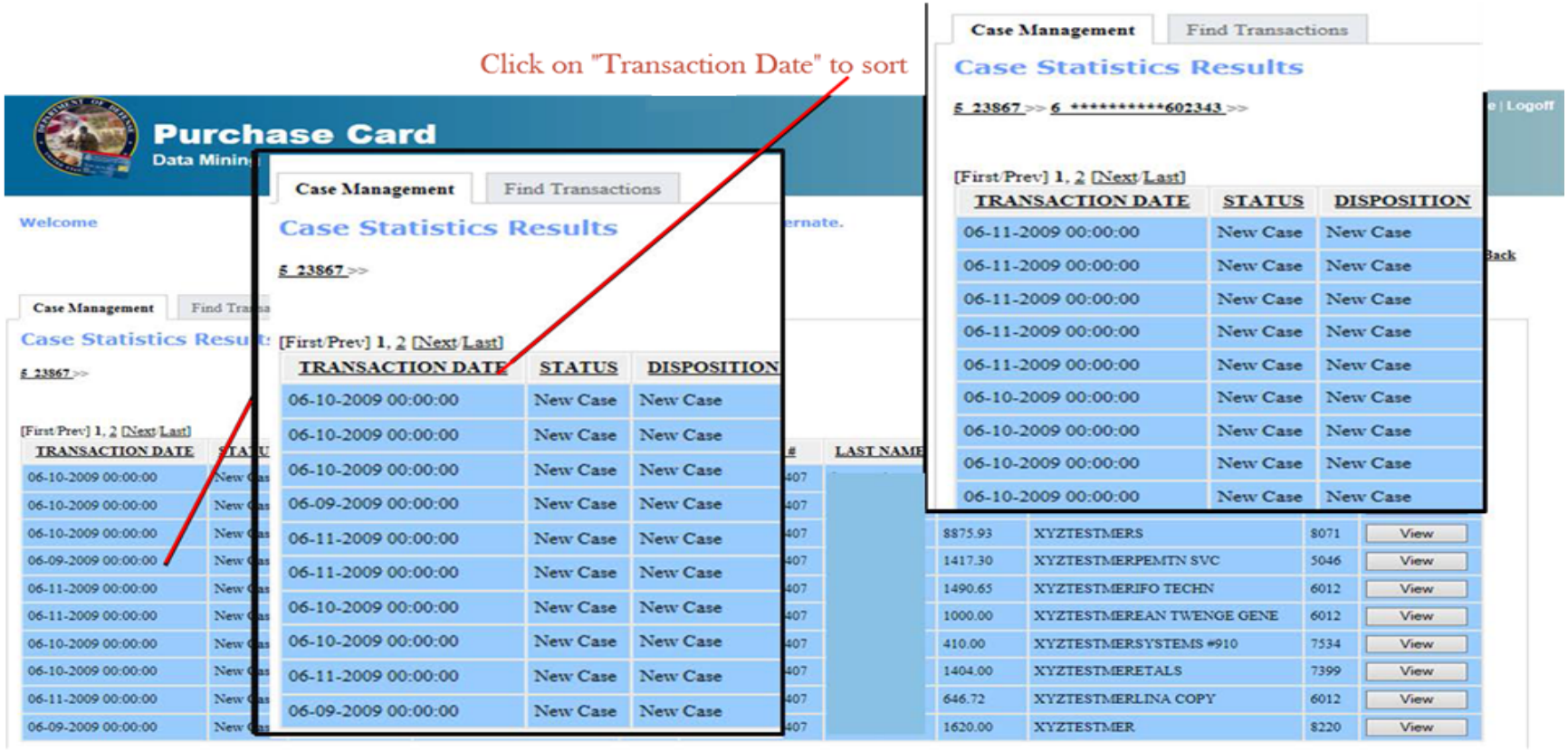
Action History

DATE	TYPE	DISPOSITION	RECOMMENDED ACTION	A/OPC NOTIFIED	REFERRED TO DOD ORGANIZATION	COMMENTS	USER
Wed May 30 2012 17:40:49	A/BO	Legacy				View	SYSTEM

Data Mining Enhancements

- **PCOLS Data Mining Release Build 3 – Cont'd**
- **Update Case Manager to sort on the DATE Column**

The sorting capability now includes the Transaction Date column. The default sorting will be by the most current Transaction Date and highest Amount first.



PCOLS Reporting

PCOLS Reporting Enhancements

- **PCOLS Reporting Release 1.17 – March 19, 2015**
- Updated the ***Purchase Card Report*** with the following:
- **Changes to Special Designations**

The selection criteria were modified to match what is currently in AIM. A radio button was added for "None". This will offer the option for users to print out reports only for cards that have nothing assigned.

3 new special designations for cardholder accounts were also added:

Micro-purchases
Intra-governmental Payments
Contract Vehicle orders

- **Benefit to Users:** Allows for purchase card report results to be narrowed down to specific Special Designations
- **RM Pool members now allowed to access this report**

PCOLS Reporting Enhancements

- **PCOLS Reporting Release 1.17 – Cont'd**
- Updated the ***Purchase Card Report*** with the following:
- **Report criteria page updates**

The Report criteria page has been modified to allow the user to easily identify the level of the organization they want to select. Once the level of the organization is selected, only organizations at that level are shown for selection

The Report was modified to only display active organizations on the Organization selection box on the report criteria page.

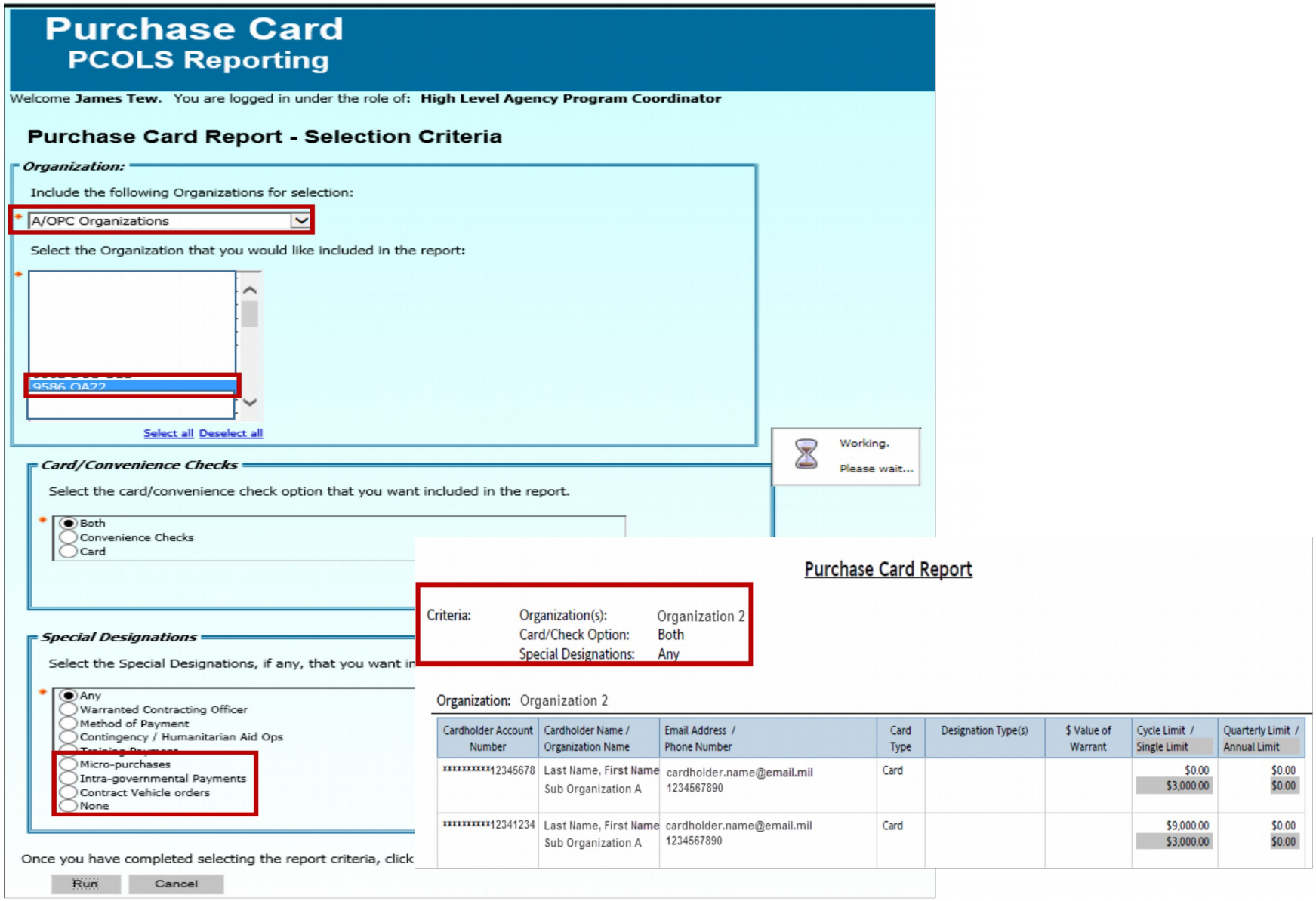
- **Handling of long criteria**

This enhancement was made to only print the report criteria on the first page so that the rest of the pages can be printed normally

- **Purchase Card Account display**

The Purchase Card Report was modified so that only Active Cardholder Accounts are displayed.

PCOLS Reporting Enhancements

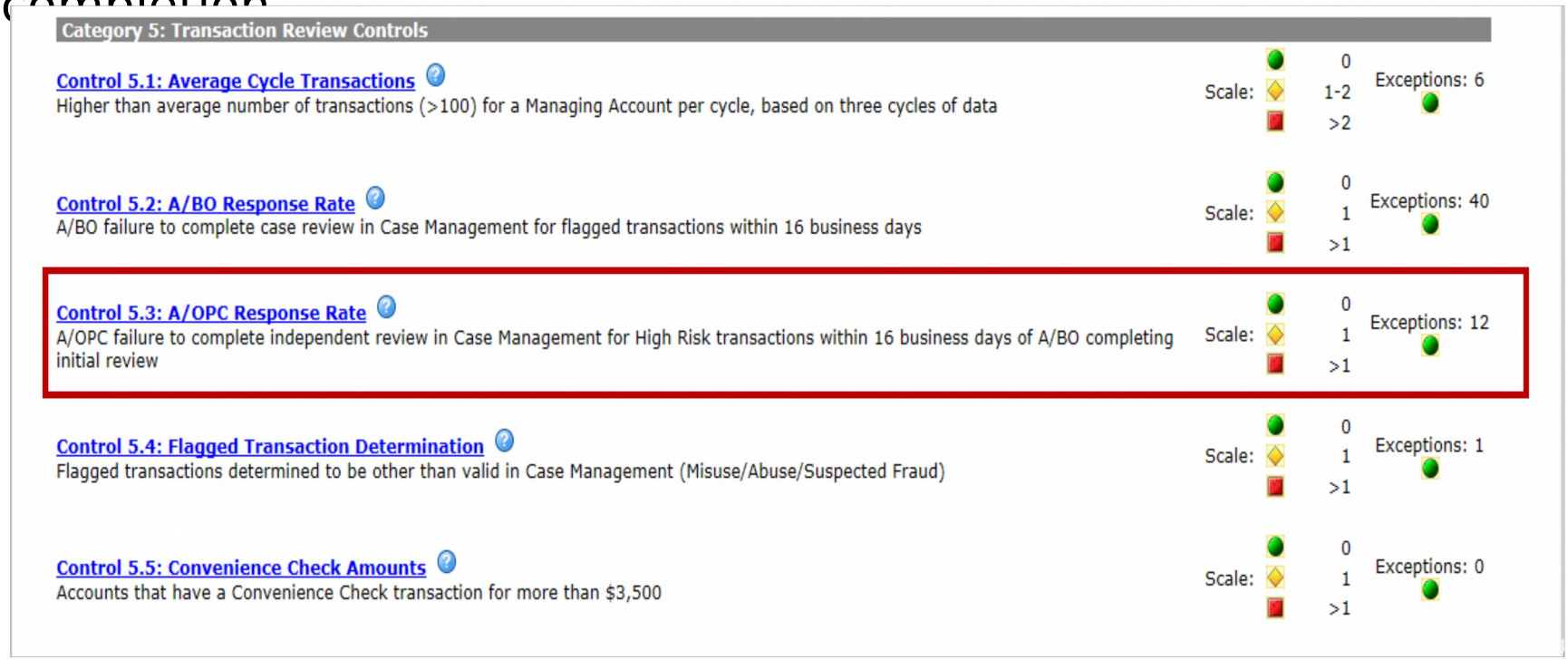


PCOLS RAD

RAD Enhancements

- **RAD Release 1.02 – February 23, 2016**
- ***New Control 5.3: A/OPC Response Rate***

A new control has been added for A/OPC independent review response rate. This control identifies an A/OPC failure to perform an independent review of a high risk transaction within sixteen business days of A/BO review completion.


Category 5: Transaction Review Controls
Control 5.1: Average Cycle Transactions
Higher than average number of transactions (>100) for a Managing Account per cycle, based on three cycles of data
Scale: 0 1-2 >2
Exceptions: 6
Control 5.2: A/BO Response Rate
A/BO failure to complete case review in Case Management for flagged transactions within 16 business days
Scale: 0 1 >1
Exceptions: 40
Control 5.3: A/OPC Response Rate
A/OPC failure to complete independent review in Case Management for High Risk transactions within 16 business days of A/BO completing initial review
Scale: 0 1 >1
Exceptions: 12
Control 5.4: Flagged Transaction Determination
Flagged transactions determined to be other than valid in Case Management (Misuse/Abuse/Suspected Fraud)
Scale: 0 1 >1
Exceptions: 1
Control 5.5: Convenience Check Amounts
Accounts that have a Convenience Check transaction for more than $3,500
Scale: 0 1 >1
Exceptions: 0

RAD Enhancements

- **RAD Release 1.02 – Cont'd**
- ***Addition of Case Details on Exceptions***

A link to case information has been added to the exception page for exceptions that have a Data Mining case associated.

This change affects the following controls:

Control 5.2 A/BO Response Rate

Control 5.3 A/OPC Response Rate

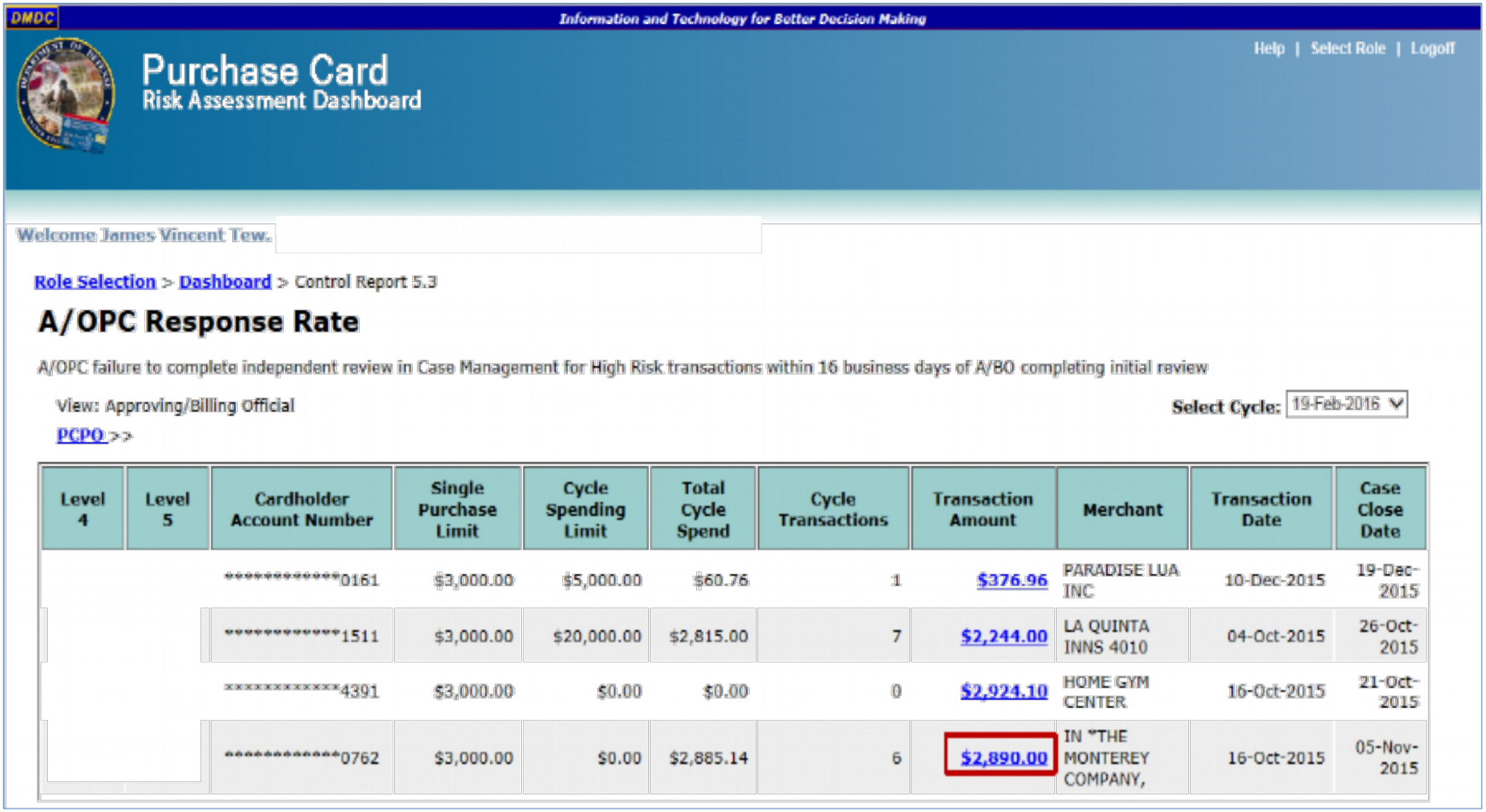
Control 5.4: Flagged Transaction Determination

Control 5.5: Convenience Check Amounts

Benefit to Users: Provides detailed case information for the user if they need to investigate further exceptions related to Data mining cases.

Risk Assessment Dashboard (RAD)

- **Select "Transaction Amount" to continue drill down on specifics of the case from Data Mining**



DMDC — Information and Technology for Better Decision Making

Purchase Card
Risk Assessment Dashboard

Help | Select Role | Logoff

Welcome James Vincent Tew.

Role Selection > Dashboard > Control Report 5.3

A/OPC Response Rate

A/OPC failure to complete independent review in Case Management for High Risk transactions within 16 business days of A/BO completing initial review

View: Approving/Billing Official

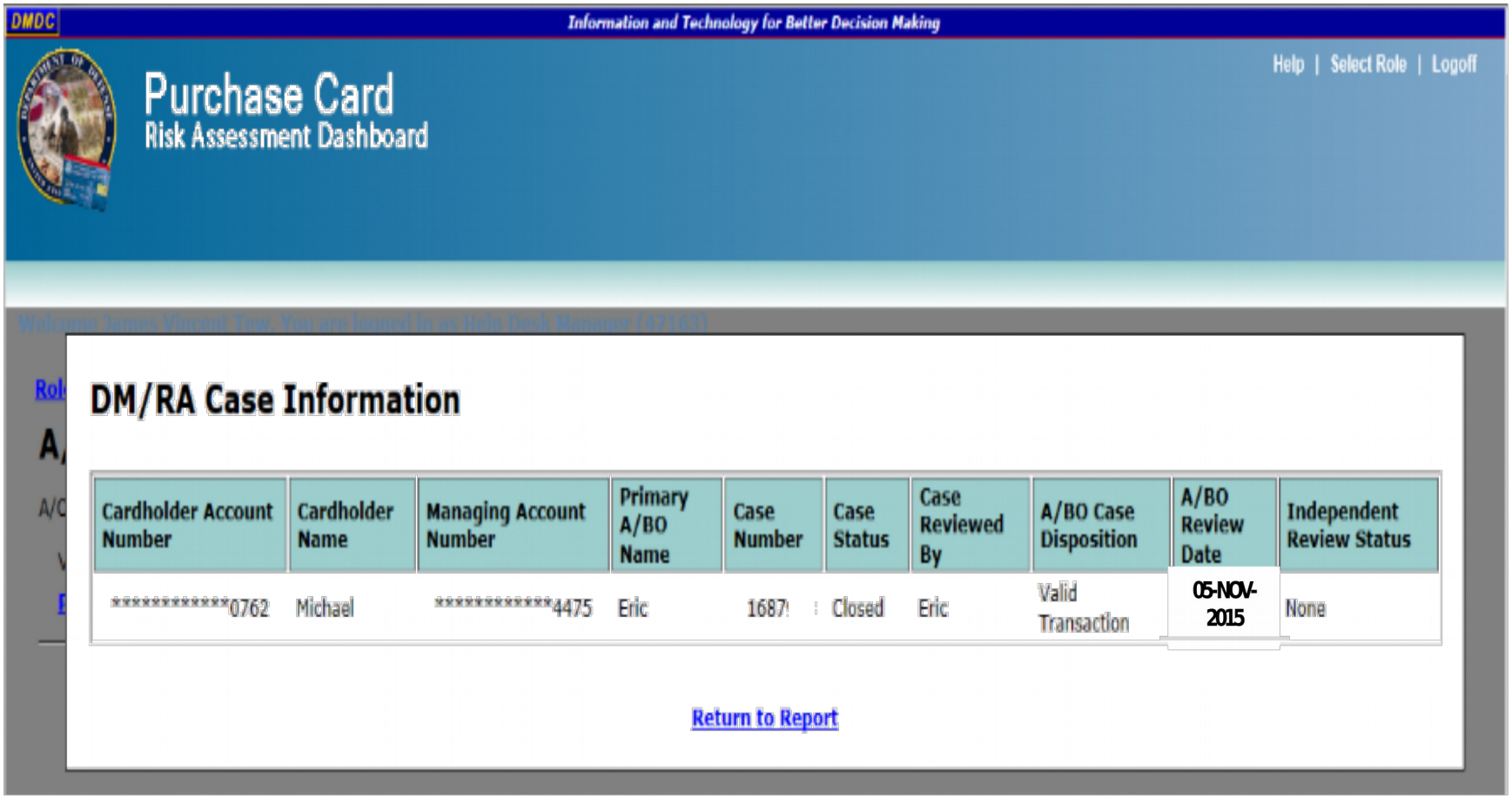
Select Cycle: 19-Feb-2016

PCPO >>

Level 4	Level 5	Cardholder Account Number	Single Purchase Limit	Cycle Spending Limit	Total Cycle Spend	Cycle Transactions	Transaction Amount	Merchant	Transaction Date	Case Close Date
		**********0161	$3,000.00	$5,000.00	$60.76	1	$376.96	PARADISE LUA INC	10-Dec-2015	19-Dec-2015
		**********1511	$3,000.00	$20,000.00	$2,815.00	7	$2,244.00	LA QUINTA INNS 4010	04-Oct-2015	26-Oct-2015
		**********4391	$3,000.00	$0.00	$0.00	0	$2,924.10	HOME GYM CENTER	16-Oct-2015	21-Oct-2015
		**********0762	$3,000.00	$0.00	$2,885.14	6	$2,890.00	IN *THE MONTEREY COMPANY,	16-Oct-2015	05-Nov-2015

Risk Assessment Dashboard (RAD)

- **Specific case information is displayed**



RAD Enhancements

- **RAD Release 1.02 – Cont'd**
- ***Increase Convenience Check control to $3,500***

Control **5.5** Convenience Check Amounts was updated to reflect the new micro-purchase limit of $3,500.

The Control name and description was updated to reflect $3,500.

The control was modified to flag as exceptions convenience checks over $3,500 instead of $3,000.

Future PCOLS Enhancements

➢ Active Engineering Change Proposals (ECP)s

ECP	Application	Project	Details	Priority	Status/ Next Step
80	EMMA	Indicator for Pending User	● Currently, EMMA does not differentiate between a pending (provisionally provisioned) user and full/complete provisioning. Previously, users that had not accepted their role within EMMA had "(pending acceptance)" appended to their name within their role in EMMA. ● Add feature functionality that provides an indication that a user is "pending acceptance" of the role in EMMA.	A-1	EMMA release pending
58	AIM	Delegations of Procurement Authority & PCOLS Appointment Letter Process	● Delegations of Procurement Authority ● Automate PCOLS Appointment Letter Process ● Electronically store PCOLS Appointment Letter	A-2	Requirements being defined
76	RPTS	A/BO Missing Report	● Identify gaps in Approving Official oversight ● Report on Managing Accounts that do not have an A/BO and do not have an Alternate A/BO	A-3	Requirements defined, deployment anticipated after SAS cutover
68	RPTS	Create Report for Gaps in Hierarchies	● Report to determine where there are gaps in the organizations EMMA Hierarchy(users assigned to accounts that are inactive in EMMA) ● A/OPC to use report to take action to fill gaps in the hierarchy	A-4	Requirements to be defined by Reporting working group
66	EMMA	User Change Email	• Currently, emails are received from PCOLS for users that have been removed from EMMA or a Personnel Change Review is required. The email lists the name that is being removed or requires a review to potentially be removed. Often the change is for the Cardholder Supervisor Role. • The enhancement will add a block to the email that will list associated account numbers and A/BOs or Cardholder (dependent upon the role affected)	A-5	Requirements completed. Approved by the ORC 7/20/2016

Future PCOLS Enhancements

➢ Example ECP #66

Subject: [PCOLS Action] Personnel Change Review for FirstName MI LastName (Role)

A personnel change has been reported for the below PCOLS user that requires review of the user's status in the specified role. You are receiving this notice as a member of the user's parent role in EMMA.

User's Name: FirstName MI LastName
Role: Role Name
Organization: Organization Name

Follow the steps below to remove this user from EMMA if they are no longer active in this role for this organization.

1. Logon to EMMA using the following link:
   EMMA URL
2. Select your Superior Role Name role in organization Superior Organization Name.
3. Select the Removed Users Role Name under organization Removed Users Organization Name.
4. Select this user in the "Users provisioned" box, choose "Remove User" from the dropdown, and click "Go".
5. Click "OK" to confirm that you want to remove this user.

If you need to replace this PCOLS user on associated accounts, you must ensure the replacement is provisioned in EMMA prior to performing maintenance in AIM.

[Block to be added if individual removed was an A/BO Supv]
This individual is associated with the following Managing Account(s):
*1234 (Primary A/BO Name)
*5678 (Primary A/BO Name)
*9999 (Primary A/BO Name)

[Block to be added if individual removed was an A/BO]
This individual is associated with the following Managing Account(s):
*1234 – Primary A/BO
*5678 – Alternate A/BO
*9999 – Alternate A/BO

[Block to be added if individual removed was a CH Supv]
This individual is associated with the following Cardholder Account(s):
*3334 (CH Name)
*7778 (CH Name)
*8888 (CH Name)

[Block to be added if individual removed was an RM or A/OPC]
To identify accounts this individual is associated with in AIM, from the Managing Accounts tab, select "Search for Account", Select a Role via the radio button, Select the user and click "Search".

Future PCOLS Enhancements

➢ Active Engineering Change Proposals (ECP)s

ECP	Application	Project	Details	Priority	Status/ Next Step
28	RPTS	Filtered Transaction Report	● Currently, Data Mining does not have the ability to provide filtered transaction reporting. • This Report will pull purchase card transaction data to allow viewing of specific transactions. ● Required report for audit purposes.	A-7	Requirements defined, deployment anticipated after SAS cutover
60	AIM	Add Higher Level Roles for Access to AIM	• Allow higher level users read-only access to AIM	A-8	Implemented in AIM 4.03 Release June 7, 2016
78	RPTS	Program Management Report Updates	● Update the report to accurately represent change from $3,00 MTP to $3,500. ● Additionally, make the report more user friendly.	A-9	Requirements defined, deployment anticipated after SAS cutover
77	AIM	Update DD 577 PCOLS Process	● Allow A/OPC to kick off CO Appointment Process draft ● Potentially Allow A/BO Supervisor to kick off CO Appointment Process	A-10	Requirement Defined.
32	EMMA	Component Reorganizations/TBR Changes	● PCPO took action at June 2015 ORC to draft policy for the short term. ● EMMA feature functionality would allow EMMA Admin to instigate changes.	A-11	Policy Drafted
79	EMMA	Alternate Solution to Position Acceptance	● Currently, EMMA sends an email with a link for user to redeem token. Also, there is no feature functionality to resend an email. ● Add feature functionality to allow user to accept the position without receiving an email. Options include acceptance on the EMMA home page as well as a direct position acceptance URL for those that can't logon to EMMA.	A-13	EMMA release pending

HELP DESK CONTACT INFO

- **Help Desk concerns or complex requests**
  - Jim Tew, james.tew@dla.mil and 269-961-4761
  - LaKeisha Gill, lakeisha.gill@dla.mil and 269-961-4663
  - Ginger Tejada, ginger.tejada@dla.mil and 801-586-0306

- **PCOLS Help Desk (Operation Hours: 24x7)**
  - Phone: 800-376-7783,com 269-961-7307 or DSN 661-7307
  - Email: dlacontactcenter@dla.mil

- **PCOLS Website at DAU Acquisition Community Connection**
  - Web address - *https://acc.dau.mil/pcols*
  - Content - System User Manuals, Release Notices, Enhancement Request Forms,

Questions

BACKUP SLIDE
PCOLS Appointment workflow Policy Memo

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION, TECHNOLOGY AND LOGISTICS

JUL 29 2006

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE SERVICES (FINANCIAL MANAGEMENT AND COMPTROLLER)
DIRECTORS OF THE DEFENSE AGENCIES
SENIOR PROCUREMENT EXECUTIVES

SUBJECT: Government-wide Purchase Card Certifying Officer Appointments

The Office of the Deputy Chief Financial Officer and the Director of Defense Procurement and Acquisition Policy collaborated to enhance the Purchase Card Online System (PCOLS) so that it reduces or eliminates paper-based processes. Currently, 98 percent of DoD Government Purchase Card (GPC) accounts in PCOLS are paid using Electronic Data Interchange processes. PCOLS improvements include an electronic workflow process to assign and manage GPC certifying officer appointments, rather than using a "wet signature" process.

Effective immediately, Defense components using the PCOLS Certifying Officer Appointment workflow are no longer required to process, sign, store, or provide to the Defense Finance and Accounting Service "wet-signature" DD Form 577s, "Appointment/Termination Record – Authorized Signature," (for accounts that are set up for electronic certification for payment). "Wet signature" DD Form 577s are still required for accounts not set up for electronic certification.

PCOLS Certifying Officer Appointment Process workflow training and the PCOLS Authorization, Issuance and Maintenance User Manual are on the PCOLS Training Community of Practice at https://acc.dau.mil/CommunityBrowser.aspx?id=629890. All certifying officers must complete initial and annual refresher training. Component GPC program coordinators should take the training. PCOLS was enhanced to automatically capture training completion data for Defense Acquisition University CLG 006, "Certifying Officer Legislation Training for Purchase Card Payments," and send automatic annual training reminders to each GPC certifying officer who is an Approving/Billing Official in PCOLS. For components electing additional or alternate training requirements, PCOLS allows Agency/Organization Program Coordinators to enter component-unique training descriptions (e.g., course name) and completion dates for these unique courses.

Questions related to this memorandum may be addressed to Mr. Dennis Idol at 703-697-4435 or dennis.w.idol2.civ@mail.mil.

for Claire M. Grady
Director, Defense Procurement
and Acquisition Policy

cc:
Deputy Chief Financial Officer, Office of the Under Secretary of Defense (Comptroller)